



U.S. Department of Justice  
Drug Enforcement Administration

FIRST  
FEBRU

# Training Manual



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# Training Manual



The new DEA Training Manual now in your hands is the direct result of the dedicated efforts of the Training Planning and Evaluation Staff of the Office of Training.

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## CHAPTER 30 MISSION

### Subchapter 300 Mission Statement

The mission of the Training Division is to plan, develop, provide and evaluate training for entry level and in-service core and non-core employees as well as specialized training for appropriate domestic and foreign law enforcement agencies. The in-service training includes advanced, special skills, supervisory, mid-level management and executive level training. Additionally, the Training Division formulates and administers DEA policy pertaining to domestic and international needs in drug law enforcement training, determines resources and curricular requirements and provides an evaluation of each program conducted.





## CHAPTER 31 DOMESTIC TRAINING

### Subchapter 311 Drug Enforcement Employee Training

#### 3111 ENTRY LEVEL TRAINING

3111.1 PURPOSE. This subchapter details the policies and procedures of the Training Division as they relate to the entry levels of DEA's four core disciplines: Criminal Investigator, Diversion Investigator, Forensic Chemist, and Intelligence Research Specialist.

#### 3111.2 GENERAL

A. All candidates for entry level positions must meet established minimum requirements in the respective disciplines and must undergo an in-depth background investigation. Selections are made by the DEA Office of Personnel (AH) upon recommendation by Special Agents in Charge and Laboratory Chiefs. Entry level training for the four core disciplines is accomplished at the FBI Academy, Quantico, Virginia. (Note: Primary responsibility for entry level training for chemists rest with Laboratory Chiefs.)

The names, office of origin, and for lodging purposes, the gender of the selectees will be provided by HQ Special Agent Recruiting Unit (AHRR) to the Academic Operations Unit not later than 10 days prior to the day the trainees are to report to Quantico.

B. At least 10 days prior to the day the trainees are to report to Quantico, AHRR will prepare a teletype to all respective offices of origin. The teletype will authorize travel and per diem for the trainees' travel to Quantico, Virginia, and will provide appropriation numbers. The teletype will also contain general information regarding location, climate, lodging, items necessary to bring, travel and reporting instructions, etc.

C. Using appropriation data in the AHRR teletype, trainees will, if necessary, obtain advanced travel funds from their office of origin. In cases where the office of origin does not advance the entire authorized amount, the trainee should execute an SF-1038, Advance of Funds Application and Account, which should be sent to DEA HQ, Voucher Review and Analysis Section. Block 9d of the SF-1038 should reflect the following address: Drug Enforcement Administration, FBI Academy, Attn: (Trainee's name and class designation), Quantico, VA 22135. Trainees who are traveling by air to and from Quantico should obtain a round-trip ticket at their departure point.

D. Trainees should report, per instructions contained in AHRR teletype, to Building 1, FBI Academy, to register and obtain a student identification badge. Upon reporting, trainees will be required to fill out a DEA Form 119, Student Registration (see Exhibit 1).

3111.3 COORDINATION - RESPONSIBILITIES. For each entry level class, the Chief, Academic Operations Unit, will assign a staff member as Class Coordinator. The Class Coordinator will be responsible for the overall discipline and demeanor of the class, and will ensure that the training needs of the class are met. Coordinators will be the primary point of contact for all

### 3111.3

trainee-related matters, and will coordinate with appropriate Training Division and FBI staff offices to procure the necessary equipment, services, etc. Responsibilities of Class Coordinators will include, but not necessarily be limited to, the following:

- A. Directly supervising the Class Counselors.
- B. Ensuring that all non-legal, academic examinations are prepared by the designated staff member for administration. (Legal examinations are administered by the FBI Legal Instruction Unit.)
- C. Preparing the teletype and arranging for housing for all guest instructors.
- D. Arranging for:
  - 1. Housing for Class Counselors.
  - 2. Necessary student bus transportation.
  - 3. Student uniform issue.
  - 4. Credential and class photos.
- E. Scheduling student progress meetings.
- F. Preparing the class profile.
- G. Arranging for graduation the following:
  - 1. Credentials, badges, certificates.
  - 2. A military band or other appropriate music.
  - 3. Housing for guest speaker.
  - 4. Student awards.
  - 5. Clergy for invocation.
- H. Additionally, Coordinators will ensure that:
  - 1. By the final week, trainee profiles are filled out by the appropriate Training Division components and forwarded to the gaining and losing offices (see Exhibits 2 and 3). The profiles are to be mailed no later than the Wednesday of the week following graduation.
  - 2. All property cards (for badges, credentials, firearms, etc.) are executed.
  - 3. Standard Form 182 for each student is completed.
  - 4. In the case of dismissals or recycles of trainees, appropriate documentation is prepared and distributed (see 3112.63).
  - 5. At the completion of each training program, an "End of Course Report" is prepared recapitulating the major occurrences and important statistics regarding the program.

### 3111.4 COURT-RELATED TRAVEL OF TRAINEES

- A. Entry level trainees are expected to attend all scheduled training sessions. However, trainees may be required to return to their office of assignment to appear at various judicial proceedings. Those for court, must be authorized by the maximum of four excused absences (four permitted). If a trainee is forced to miss depending upon the trainee's progress to

date and the nature of the material missed, he/she may be recycled to a subsequent class. Therefore, a trainee should be summoned back to court only when absolutely necessary and the length of absence from training should be kept to a minimum. Offices are encouraged, where possible, to seek continuances for court cases involving trainees as witnesses.

B. In the event a trainee is needed as a witness in any court proceeding, the trainee's office of origin must telephonically notify the Training Division as soon in advance of trial as possible, with a follow-up teletype specifying the reason, times, and dates that the trainee is needed.

C. In those instances where the court appearance is the result of a DEA, OCDETF, or DEA state and local task force case, or in any other instance in which the office of origin will be obligating the travel monies, the teletype should contain the appropriation number, etc. In those instances where the court appearance is as a result of a state, local or Federal case stemming from the trainee's prior employment, the telephone and teletype communications should contain specific information concerning how the trainee's former department/agency will fund the travel.

#### 3111.5 COUNSELOR PROGRAM

A. To provide guidance to the trainees and assistance to the Class Coordinator, field personnel will be designated as Class Counselors. The ratio of Class Counselors to students will be--ideally--one to ten (i.e., for a class of 42 Basic Special Agent Trainees, there will be four Class Counselors).

B. In the case of Diversion Investigator and Intelligence Research Specialist Classes, HQ OD and HQ OI, respectively, will solicit field divisions for personnel to be designated as Class Counselors. These HQ offices should make their solicitations so that they can provide names of those designated to the Training Division at least four weeks prior to the start date of a class.

In the case of Criminal Investigator classes, the Training Division will solicit, by teletype, field divisions for personnel to be designated as Class Counselors. Field divisions will be slated to provide counselors to the Training Division on a rotating basis, as outlined in a Training Division teletype prepared and sent to all divisions annually. The field divisions should advise the Training Division of the names of the selected Class Counselors for Criminal Investigator classes at least four weeks prior to the class starting date.

C. The Counselor Program is an essential and integral part of the overall entry level training program. Its significance relative to preparing trainees for field work cannot be overemphasized. Therefore, it is imperative that those selected by the field for this critical function be experienced in field investigative duties and highly motivated towards the objectives of the training function.

D. A Class Counselor will be responsible for the immediate supervision of approximately eight or more entry level trainees. The

Counselor will report directly to the Class Coordinator. With respect to the trainees, the function of the Class Coordinator will be that of advisor and first-line supervisor.

3111.6 TRAINEE DISMISSALS AND RECYCLES. The SAC of the Training Division will approve all trainee dismissals and recycles. Upon dismissal or recycle of a trainee, the Chief, Domestic Training Section, will telephonically notify the affected field SAC and will send an explanatory teletype to the SAC, HQ DA and HQ AHME.

3111.61 Dismissals. Trainees who, for whatever reason, are dismissed from a training program will be transported to DEA Headquarters, Office of Personnel (AH), for an exit briefing. Upon completing the briefing, the trainee will return to his/her office of origin. The field SAC, in coordination with HQ AH, will make a final determination as to the dismissed trainee's continued employment by DEA.

3111.62 Recycles. The Chief of the Domestic Training Section will interview trainees prior to their being recycled. Trainees who, for whatever reason, are recycled to a subsequent class will be returned to their office of origin to await the appropriate class commencement.

3111.63 Procedures. Upon the SAC's (Training Division) decision to either dismiss or recycle a trainee, the Class Coordinator will be responsible for preparing a teletype to DEA Headquarters, Employee Relations Unit (AHME), Special Agent Assignments Unit (AHRA), and to the Equal Employment Opportunity Staff (AEO). The teletype will also be sent to the appropriate SAC. Additionally, the Class Coordinator will forward to HQ AHME and the SAC a copy of the dismissal/recycle letter and a copy of any Basic Agent Review Board reports.

3111.7 PROGRAMS. The four entry level programs (Criminal Investigator Training, Diversion Investigator Training, Intelligence Research Specialist Training, and Forensic Chemist Training) are briefly described below.

3111.71 Criminal Investigator Training. This is a 13-week program designed to equip new Special Agents with the skills and knowledge to perform effectively as DEA Special Agents at the entry level. The academic curriculum is devoted to an in-depth coverage of pharmacology; identification and testing of controlled substances; automated information systems, including M-204, NADDIS, NCIC, NLETS, etc.; the full range of legal subjects pertinent to the duties of a DEA Special Agent; report writing; and policy, procedures and techniques employed in all types of drug enforcement criminal investigations. The academic curriculum is reinforced by an extensive series of field training exercises covering the application of all legal principles, policy, procedures, and investigative techniques used in drug law enforcement. Rigorous physical conditioning, agent survival, and firearms training are an integral part of this training.

A. The current Program of Instruction (POI) can be found at Appendix 3111A and the Curriculum Outline is at Appendix 3111B.

B. Basic Agent Review Board (BARB). See paragraph II of The Requirements for Successful Completion of the DEA Special Agent Training Program (Appendix 3111C).

C. The Requirements for Successful Completion of the DEA Special Agent Training Program (see Appendix 3111C) enumerates the minimum prerequisites in each major area for graduation from the Criminal Investigator program. This document also outlines the procedures for remedial training and the constitution and convening of a Basic Agent Review Board (BARB) in those instances where significant Trainee deficiencies are perceived.

3111.72 Diversion Investigator Training. This is an eight-week program covering all elements of a Diversion Investigator's duties which enables new Diversion Investigators to become immediately productive in conducting regulatory and criminal diversion investigations. The program covers investigative techniques, pharmacology and identification of controlled substances, legal principles, automated information systems, drug security, and extensive practical training in conducting regulatory audits.

A. The POI for Diversion Investigators can be found at Appendix 3111D and the Curriculum Outline is at Appendix 3111E.

B. The Requirements for Successful Completion of the DEA Diversion Investigator Training Program (see Appendix 3111F) enumerates the minimum prerequisites for graduation from the Diversion Investigator program.

3111.73 Intelligence Research Specialist Training. A four-week program for entry level Intelligence Research Specialist. This academic curriculum is devoted to technical intelligence subjects including the theory and role of intelligence, the intelligence cycle, and link and matrix analysis. This program also includes automated information systems. Individual and group exercises allow for practice in the application of intelligence analysis techniques to drug law enforcement situations. The POI for Intelligence Research Specialist can be found at Appendix 3122G and the Curriculum Outline is at Appendix 3111H.

3111.74 Forensic Chemists Training. This is a program for chemists with little or no experience in forensic drug analysis, lasting approximately six months. Due to the highly technical nature of the training, the majority of instruction is provided at the laboratory of employment. There is a separate basic training seminar held away from the laboratory. A training manual called the Basic Training Program for Forensic Drug Chemists is used as the primary source for instructional material.

3111.75 PATCO Training. Reserved; will be issued later.

3111.76 Foreign Language Training. Reserved; will be issued later.

## 3112 GENERAL

3112.1 PURPOSE. This subchapter sets forth DEA's policies for employee development and training; it delineates responsibilities for planning, programming, budgeting, operating and evaluating DEA's employee training programs.

3112.2 LEGAL BASIS FOR FEDERAL EMPLOYEE TRAINING. Chapter 41 of Title 5, United States Code, is the basic authority for employee training throughout most of the Government. Executive Order No. 11348, dated April 29, 1967, provides additional Presidential direction and delineates the responsibilities of the Office of Personnel Management (OPM) and the individual agency heads. Both the statute and the Executive Order authorize the OPM to issue regulations concerning employee training. The OPM regulations further implement the statute and the Executive Order.

3112.3 POLICY

A. To comply with the direction above, it is DEA policy to operate and maintain a program and a plan to train employees; the purpose of this is to increase economy and efficiency in the operations of the agency and to raise the standards of employees' performance to the maximum level of proficiency.

B. All DEA employee training will be conducted without regard to race, creed, color, national origin, sex or other factors unrelated to the need for training.

3112.4 DEFINITIONS

A. Interagency training is training provided by one agency for other agencies or shared by two or more agencies.

B. Non-government Facilities refers to the property owned or controlled by the Government of any state, territory, or possession of the United States, including the Commonwealth of Puerto Rico, and any interstate governmental organization or any unit, subdivision, or instrumentality of any of the foregoing. Also included are:

1. Any foreign government or international organization, or instrumentality of either, which is designated by the President as eligible to provide training under applicable law.

2. Any medical, scientific, technical, educational, research, or professional institution, foundation, agency, or organization.

3. Any business, commercial or industrial firm, corporation, partnership, proprietorship, or other organization.

C. Government Facilities are properties owned or substantially controlled by the United States Government, and the services of any civilian and/or military personnel of the Government acting in their official capacities. Property that is rented or leased by the Government, or that is loaned to the Government, is considered to be substantially controlled by the Government.

D. Training is the process of providing an employee with a planned, prepared, and/or coordinated program, course, curriculum, or routine of instructions. It may be in scientific, professional, law enforcement, technical, mechanical, trade, clerical, fiscal, or administrative fields. It complies with the employee's Individual Development Plan, directly relates to the employee's performance of official Government duties, and must increase the knowledge, proficiency, ability, skill, and/or qualifications of the employee in those duties.

E. Official duties are those which the employee currently performs or can be reasonably expected to perform in the near future.

F. Field In-Service Training is that training conducted for core employees in each division on a recurring basis, and totals at least twenty (20) hours of documented training per employee each year.

### 3112.5 RESPONSIBILITIES

A. The Administrator or a designated representative establishes policy and allocates sufficient resources for training and career development in compliance with Federal regulations, and ensures that training matters are given appropriate weight in making management decisions.

FPM 410 and DOJ Order 1410.3C require the Administrator or his designee to be responsible to the President, within the law and regulation for: (1) Determining the training needs of the agency; (2) Establishing and operating training programs to meet these needs; (3) Determining the kinds of training to be provided and the training facilities to be used; (4) Establishing and making full use of the agency's facilities for training employees; (5) Establishing criteria for selecting employees for training; (6) Selecting and assigning employees for training; (7) Determining the method and extent to which the agency will finance training; (8) Evaluating the results of the training; (9) Establishing appropriate administrative controls; (10) Reporting to OPM on training activities through DOJ; (11) Encouraging the self-training of employees in the agency; (12) Providing on-the-spot training at all levels in the agency; and (13) Conducting research related to training objectives as needed to improve the effectiveness of agency's programs.

B. The Assistant Administrator for Operations is responsible for establishing DEA policy in the operational area of training and ensures its conformance with DEA goals.

C. Reporting to the Deputy Administrator, the Special Agent in Charge (SAC) of the Training Division is responsible for developing, administering and evaluating DEA employee training. This responsibility is further defined in the Organization and Functions Manual approved in June 1985.

D. Reporting to the SAC of the Training Division, the Chief, Domestic Training Section, manages entry level training and in-service training, to include advanced and special skills training for DEA Special Agents, Diversion Investigators and Intelligence Research Specialists, and state, local and interagency training.



3112.5

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E. The Chief, International Training Section, in coordination with the U.S. Department of State, is responsible for training foreign personnel in drug law enforcement.





# Training Profile

Special Agent:

Basic Agent Class:

Class Dates:



Prepared by: \_\_\_\_\_  
Counselor, Office of Assignment

Approved by: \_\_\_\_\_  
Class Coordinator

Reviewed by: \_\_\_\_\_  
Chief, Academic Operations Unit

SECTION I  
PERSONAL DATA

Name: \_\_\_\_\_

Residence: \_\_\_\_\_  
\_\_\_\_\_

DOB: \_\_\_\_\_ EOD: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_

POB: \_\_\_\_\_ SSN: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Badge #: \_\_\_\_\_ Credential #: \_\_\_\_\_

Weapon#: \_\_\_\_\_ Marital Status: \_\_\_\_\_

a. If married - name of spouse - maiden name, if female.

b. Name and age of children

Military Service:

a. Branch: \_\_\_\_\_

b. Highest rank attained: \_\_\_\_\_

c. Special training: \_\_\_\_\_

Education:

a. School: \_\_\_\_\_

b. Degree: \_\_\_\_\_

c. Year of graduation: \_\_\_\_\_

d. Graduate work: \_\_\_\_\_

e. Member of bar or CPA: \_\_\_\_\_

Note: Since the information in this profile is of a personal nature, the extent, if any, of dissemination within a particular office is left to the discretion of the SAC.

Foreign Language(s) Proficiency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Employment: (List employer, years, and nature of work)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Skills and/or Training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION II  
OBJECTIVE TRAINING PROFILE

Remarks/Recommendations

I. Academics:

Legal Exams: Special Agent \_\_\_\_\_ : \_\_\_\_\_  
Class Average \_\_\_\_\_

General Subject Exams: Special Agent \_\_\_\_\_ : \_\_\_\_\_  
Class Average: \_\_\_\_\_

\_\_\_\_\_  
Chief, Academic Operations Unit

II. Physical Training:

	FAT #1 (Entry)	FAT #2 (Mid)	FAT #3 (Final)
Special Agent _____ :	_____	_____	_____
Class Average: _____	_____	_____	_____

\_\_\_\_\_  
Chief, Practical Applications Unit

III. Firearms Training:

Revolver:

Special Agent \_\_\_\_\_ : \_\_\_\_\_ out of a possible \_\_\_\_\_  
Class Average \_\_\_\_\_ out of a possible \_\_\_\_\_

Semi-Automatic:

Special Agent \_\_\_\_\_ : \_\_\_\_\_ out of a possible \_\_\_\_\_  
Class Average \_\_\_\_\_ out of a possible \_\_\_\_\_

Shoulder Weapons:

Special Agent \_\_\_\_\_ : \_\_\_\_\_ out of a possible \_\_\_\_\_  
Class Average \_\_\_\_\_ out of a possible \_\_\_\_\_

\_\_\_\_\_  
Chief, Firearms Speciality Unit

#### IV. Practical Exercises:

## Application of knowledge to practical situations

Performance level in top third of class (can perform in the enforcement situation with minimal supervision).

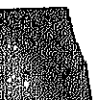
Performance level in mid third of class (can perform in enforcement situation with normal supervision as determined by supervisor).

Performance level in bottom third of class (should receive additional guidance and supervision at first, possibly through assignment as partner to experienced Senior Special Agent).

V. Other Comments:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





# Training Profile

Diversion Investigator:

Basic Diversion Investigator Class:

Class Dates:



Prepared by: \_\_\_\_\_  
Counselor, Office of Assignment

Approved by: \_\_\_\_\_  
Class Coordinator

Reviewed by: \_\_\_\_\_  
Chief, Academic Operations Unit

SECTION I  
PERSONAL DATA

Name: \_\_\_\_\_

Residence: \_\_\_\_\_

DOB: \_\_\_\_\_

POB: \_\_\_\_\_

SSN: \_\_\_\_\_

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Weight: \_\_\_\_\_

Height: \_\_\_\_\_

Credential #: \_\_\_\_\_

Badge #: \_\_\_\_\_

EOD: \_\_\_\_\_

Weapon: \_\_\_\_\_

Marital Status: \_\_\_\_\_

a. If married - name of spouse - maiden name, if female.

b. Name and age of children:

Military Service:

a. Branch: \_\_\_\_\_

b. Highest rank attained: \_\_\_\_\_

c. Special training: \_\_\_\_\_

Education:

a. School: \_\_\_\_\_

b. Degree: \_\_\_\_\_

c. Year of graduation: \_\_\_\_\_

d. Graduate work: \_\_\_\_\_

e. Member of bar or CPA: \_\_\_\_\_

Note: Since the information in this profile is of a personal nature, the extent, if any, of dissemination within a particular office is left to the discretion of the SAC.

Foreign Language(s) Proficiency: \_\_\_\_\_

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Previous Employment: (List employer, years, and nature of work)

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Special Skills and/or Training: \_\_\_\_\_

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SECTION II  
OBJECTIVE TRAINING PROFILE

I. Academics:

General Subject Exams:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

Legal Exams:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

Final Exam:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

Retail Audit Problem:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

Distributor Audit Problems:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

Manufacturing Audit Problem:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

Automated Information  
Systems Exam:

Diversion Investigator: \_\_\_\_\_  
Class Average: \_\_\_\_\_

II. Other Comments

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## Subchapter 311 Drug Enforcement Employee Training

### 3113 IN-SERVICE TRAINING

3113.1 PURPOSE. This subchapter details the policies and procedures of the Training Division as they relate to the various in-service training schools offered by the Training Division.

#### 3113.2 GENERAL

A. All in-service training sponsored and supported by DEA shall be intended to develop increased proficiency in the performance of an employee's official duties.

B. Generally, training activities should contribute to the effectiveness and efficiency of DEA by:

1. Improving employee performance of current duties.
2. Keeping employees abreast of the states of the art and maintaining or improving specialized proficiencies.
3. Providing employees with skills and knowledge necessary to accommodate changing policies, technology, equipment, or mission.
4. Developing skills available through recruitment sources.
5. Providing equal opportunity for employees to obtain the necessary training commensurate with career goals.

C. Each supervisor is responsible for developing his/her subordinates. This entails making available both classroom and on-the-job training which provides the skills and knowledge required for competent performance and growth.

Supervisors will assure that training supported by the expenditure of DEA funds conforms to the procedures outlined herein, and determine the training needs within their organizations. Supervisors should seek assistance by notifying the Training Division, Field Training Unit, of: (1) training needs and the results such training should accomplish; (2) the current or future problems which can be addressed through training; and (3) individual employees or groups of employees believed to be in need of training or development.

D. Each employee is responsible for his/her own self-development. DEA's policy is to encourage employees in self-development programs and to provide on-the-job and off-the-job training opportunities consistent with management's assessment of the needs of the employee and DEA.

3113.3 DETERMINING TRAINING NEEDS. An accurate assessment of training needs is an essential part of developing and maintaining a capable and qualified workforce. To meet this need, DEA reviews its training needs in relation to its manpower planning system to ensure that short- and long-range staffing needs are met.

A. Subchapter 2-2a of FPM Chapter 410 recommends that determining developmental needs begins with identifying the knowledges, skills, and abilities (KSA) necessary for maximum effectiveness in

### 3113.3

positions at all levels. In those cases where position descriptions are not written in the style of the Factor Evaluation System (which contains KSA factors), the description of the position duties and responsibilities can provide insight to developmental needs. In any case, supervisors should determine the degree to which the employee possesses each required KSA factor or level of performance in the required duties or responsibilities. Where an improvement is required, it can be classified as an individual developmental need. The aggregate of these needs will determine DEA's developmental needs.

B. Supervisors, in conjunction with the Division Training Coordinator (DTC), must systematically document individual developmental needs to determine career plans, priority training, and developmental activities; assist in managing training systems; and budget for developmental activities.

The training needs will reflect both individual employee and program objectives by occupations, organizations, or other appropriate groups. Reviews will encompass immediate and long-range needs whether they are met through Government or non-Government facilities (5 CFR 410.201(a)). Suitable records of these reviews will be maintained and shall be made available for review by the Department of Justice or Office of Personnel Management (OPM) staff upon request.

C. In reviewing training needs required by section 4113 of Title 5, U.S. Code, and by Executive Order 11348, DEA shall consider periodically, but not less than annually, its program to identify training needs to bring about more effective performance at the least possible cost; training needs of individual employees as related to the program objectives of DEA; and short- and long-range program needs by occupations or other appropriate groups.

### 3113.4 SELECTION CRITERIA

3113.41 Selection Guidelines. Employees must be considered for training without regard to race, age, color, creed, gender, national origin, or physical handicap. Training represents an investment by DEA. To ensure a return on this investment, factors such as the following should be considered in selecting those who will be trained.

A. The extent to which the employee's knowledge, skills, attitudes, or job performance are likely to be improved by the training.

B. The degree of the employee's need for training to improve performance.

C. The length of time and degree to which DEA can expect to benefit from the employee's improved knowledge, skill, attitude, and performance.

D. The employee's own interest and efforts to improve his/her work.

E. The ability and opportunity of the employee to pass the training on to others upon return to the job.

F. The potential of the employee.

G. The training opportunities previously given to the employee by DEA relative to the opportunities of other employees.

3113.42 Criteria for Approval. To support the expenditure of DEA funds, training must meet one of the following criteria:

A. Provide knowledge or skills required either by current duties or by duties which can reasonably be expected to be performed within the immediate future. Normally, since knowledge and skills are difficult to retain unless used, duties which are more than 2 years in the future will not justify DEA sponsorship without being part of a systematic, organizationally-approved program of development.

B. Be part of an officially-designed and approved DEA program of development such as the Upward Mobility Program; Professional, Administrative, Technical, Clerical and Other Program (PATCO); or Executive Development Program.

3113.43 Minimum Service Requirement. No employee having less than 1 year of current, continuous civilian service is eligible for training in non-Government facilities unless the Administrator or his designee determines that postponement of the training would be contrary to the public interest. Among the types of training DEA may find to be contrary to public interest if postponed are:

A. Training in non-Government facilities that does not exceed 40 hours within a single program.

B. Training provided by manufacturers as part of the normal service incidental to the initial purchase or lease of their product.

C. Training through correspondence courses.

D. Training essential to law enforcement activities or to the protection of life, safety, or property.

E. Job-related training that can be taken at little or no cost to the agency.

F. Training that is part of a formal apprentice program in a skilled trade.

G. Training that is relatively short, highly specialized, very closely job-related, and of immediate application.

H. Training that is part of a formal, entry-level, development program.

3113.44 Limitation on Amount of Training Received. DEA may, upon appropriate justification, approve (in total or in part) the participation of an employee in up to three non-Government training courses.

3113.45 Prohibition On Using Training to Acquire a Degree. No employee may be selected or assigned for training through a



non-Government facility, nor may any costs of such training be paid or reimbursed by the Government either (1) for the sole purpose of obtaining an academic degree to qualify for appointment to a particular position for which such academic degree is a basic requirement, or (2) solely to obtain one or more academic degrees to improve academic standing.

### 3113.46 Attendance At Meetings

A. Legal Authority. Section 4110 of Title 5, United States Code, provides that the appropriations for payment of travel expenses are available for expenses of attending meetings which are concerned with the functions or activities for which the appropriation is made or which will contribute to improved conduct, supervision, or management of those functions or activities.

B. Policy. DEA acknowledges that professional meetings and conferences are among the best means for communicating information about significant developments. Therefore, we encourage and sponsor, on a limited basis, attending appropriate meetings and conferences. The criteria for attending are as follows:

1. There is a clear affirmation of the desirability of attending professional meetings and the intent of the agency to facilitate employee attendance.

2. Use of appropriated funds to pay costs of attendance at professional meetings is clearly recognized as legitimate.

3. The relation of agency functions to the agenda is relevant.

4. The probable impact of attendance on the conduct, supervision, or management of functions or activities will be valuable.

5. A reasonably wide distribution of opportunities is provided among those who are eligible and would benefit from attendance.

6. Employees who represent DEA at professional meetings are required to share the contents and papers derived from such attendance upon return to DEA. This would normally be done in writing, or formal oral presentation to those employees having similar interests or disciplines.

No DEA employee shall be authorized, nor his/her expenses paid with appropriated funds, to attend meetings or participate in conferences or address meetings or conferences where any group has been segregated or excluded from the meeting, the facilities, the conferences, or membership in the group because of race, sex, national origin, physical or mental handicap, color, religion or age.

### 3113.5 GENERAL REQUIREMENTS

3113.51 Time and Attendance Reporting. Leave records for employees attending Government or non-Government training facilities during the regular workday shall be maintained by the office requesting the training. An employee who is authorized to attend Government or non-Government training during duty hours must notify the appropriate supervisor whenever he/she is unable to attend any session of the training course.

3113.52 Employee Duty Status/Hours of Duty While in Training.

Employees who have been authorized to attend training related to his or her official duties shall be carried in a duty status. Adjustment of duty hours will be made at the discretion of the supervisor.

3113.53 Premium Pay. Premium pay for overtime, night, holiday, or Sunday work (and additional annual pay in lieu of premium pay) of an employee may not be paid to an employee assigned to training under the law. This prohibition applies as well to compensatory time off. The following exceptions to this prohibition apply to DEA:

A. DEA can pay premium pay to an employee receiving training during a period of duty for which premium pay is already being paid. Thus, if night-shift employees were attending a supervisory course given during their regular tour of duty for which they are already receiving premium pay, such pay would be authorized.

B. DEA can continue to pay AUO (Administratively Uncontrollable Overtime) to those employees eligible for such payment up to the aggregate of 60 prescribed workdays when such employees are temporarily assigned to a formally approved program which relates to duties for which AUO is payable.

C. DEA, if unavoidably faced with having to schedule a training session during a period of premium pay which does not fit within the exceptions, may submit a request for exception to the prohibition on premium pay sufficiently in advance for OPM to make a decision. Such requests must be submitted through the Specialized Training Unit.

3113.54 Employee Obligations. An employee who is authorized to attend training conducted through non-Government facilities is responsible for notifying his or her supervisor and the Office of Training, Specialized Training Unit, when:

- A. It becomes apparent that an employee is not able to successfully complete a course;
- B. An employee fails to register for the course for any reason;
- C. The approved course is filled or cancelled; or
- D. An employee withdraws from the course for any reason.

An employee who wishes to withdraw from the course must do so in writing in accordance with the school's policy. Simply not attending class sessions does not constitute an official withdrawal, since it does not alleviate the employee's financial obligation to the institution and/or DEA.

In case of a withdrawal, an employee may be held responsible for all costs to DEA. Since the costs charged by a non-Government institution can sometimes be reduced by early withdrawal, it is to the employee's benefit to contact the institution without delay. In circumstances such as unanticipated work-related travel or incapacitating illness, the obligation to repay DEA for the costs of the training may be waived.

### 3113.54

When an employee fails a course for which DEA has paid tuition and related costs, the employee will repay the cost to DEA. The employee must ensure that OTDS is furnished a copy of final grades received upon completing courses conducted by Colleges, Universities, Adult Learning Centers, or any installation that requires a passing grade.

3113.55 Use of Government Facilities. Training will normally be provided through DEA, DOJ, or OPM facilities. When required training cannot be adequately or economically given within DEA, DOJ, or OPM facilities, it shall be determined whether such training can be accomplished through another Government agency rather than non-Government facilities. When training is available within the Government at comparable cost and efficiency, such Government facilities shall be used.

3113.56 Use of Non-Government Facilities. The Specialized Training Unit shall be responsible for authorizing the use of non-Government training facilities. Any such authorization must be made only under the provisions of the Government Employees Training Act, 5 USC, Chapter 41; the Office of Personnel Management regulations pertaining thereto; and Federal Personnel Manual Chapter 410. The following requirements must also be met:

- A. Adequate training through a Government facility must not be reasonably available.
- B. Consideration has been given to using existing, fully-trained employees within a reasonable distance from where the position requiring the additional training is located.
- C. The training is not for filling a position by promotion.
- D. The non-Government facility shall not discriminate because of race, color, creed, or national origin, in the admission, or in the subsequent treatment of students. Discrimination based on sex, age, or disability is also prohibited under other authorities.
- E. There shall be no restrictions on trainees because of race, sex, color, religion, national origin, physical or mental handicap, or age in connection with space or facilities selected for non-Government training.

### 3113.57 Payment of Fees and Related Expenses for Training

A. Authorized Expenses. DEA is authorized, under Chapter 41, Title 5, United States Code, to pay from appropriated or otherwise available funds:

- 1. Tuition, registration fees, required student union fees, laboratory fees, and costs of required textbooks and course materials. DEA will not pay for recommended textbooks and miscellaneous supplies such as pens, pencils, notebooks, writing paper, etc. Late registration fees will be paid only if late registration is caused by OTDS. The employee is responsible for ensuring that the training form is received by OTDS 30 days prior to training and to identify the registration deadline by an attached note.

2. Travel expenses (including parking fees, mileage in excess of that normally required to get to and from work, and public transportation) will be authorized in the following instances:

a. Travel expenses for training courses and programs conducted at a facility which necessitates a travel order. In these cases, the Federal Travel Regulations will apply.

b. Travel expenses for job-related training taken during duty hours at Government and non-Government facilities within the metropolitan area of the duty station.

3. Pay or reimburse full-time, long-term students for transportation of immediate family, household goods, and personal effects, packing, crating, in accordance with 5 USC Chapter 57 whenever the estimated cost of such transportation and related services are less than the estimated aggregate per diem payments for the period of training.

4. In instances of long-term training, DEA will pay actual subsistence expenses, or, if agreed to by the employee, a part of such expenses. If lodging and/or meal costs are included in the fees paid to the training institution, an appropriate reduction will be made from any standardized payment listed below. DEA may adjust the rate of payment when circumstances so justify, provided that any decrease in the rate of payment does not adversely affect the employee. DEA may pay from the first day of an assignment:

a. Fifty-five percent of the full per diem rate or, if the training facility is in a designated high rate geographical area, 55 percent of the prescribed maximum daily rate for that area as specified by the Federal Travel Regulations; or

b. Any other standardized payment determined by DEA and based on survey data of actual subsistence expenses for a geographical area if the agency has a large number of employees trained in that area (e.g., Quantico, VA) but not exceeding the full per diem or the prescribed maximum daily rate specified for that area by the Federal/Travel Regulations.

5. All or any part of the salary, pay, or compensation (excluding overtime, holiday, and night differential pay) of each employee who is selected and assigned for training through Government facilities or non-Government facilities under authority of the United States Code for each period of training.

6. Membership fees, only when such fees are a necessary cost directly related to the training itself or when payment thereof is a prerequisite for such training.

7. All individual and/or group non-Government training requests of \$3,500 or more per course, including travel and per diem, require written approval from the Assistant Attorney General for Administration. The Specialized Training Unit has established the necessary liaison to obtain approval as expeditiously as possible.

8. Costs of services which are necessary for training handicapped employees, such as interpreters for the hearing-impaired, readers for the visually-impaired, and tapes or brailled learning materials for visually-impaired employees.

### 3113.57

B. Prohibition of Payment for Acquisition of a Degree. DEA is not authorized to pay or reimburse an employee for costs which are solely related to the acquisition of an academic degree. Examples of such prohibited costs are:

1. Any additional rate of tuition charged because the student is a degree candidate. If an institution charges a higher tuition per course or per credit hour for a degree candidate than it charges for a non-degree student, DEA would pay only the lower rate, even though the employee chooses to enroll as a degree candidate. In any instance the criteria set forth in Subchapter 5-3d(a) of FPM 410 shall also apply.

2. An application fee applied to degree candidates. If an institution does not require that a student be a degree candidate to enroll in a graduate course, DEA will not pay for an employee's graduate student application fee.

3. A testing fee required for graduate status. If an institution does not require that a student be in a graduate status to enroll in a course, DEA will not pay the fees for tests required to attain such status.

### 3113.6 REQUEST PROCEDURES

3113.61 Procedures for Requesting Training. Procedures necessary for requesting training are included in Appendix 3113A, entitled "Instruction for Preparing the SF-182, Request, Authorization, Agreement and Certification of Training." See also Exhibit 1. The completed SF-182 must be forwarded to the Training Division, Specialized Training Unit, for funding prior to training.

3113.62 Post-Approval of Training. For DEA to sponsor employees for training, all course applications must be approved through proper channels before the employee officially registers for a course. DEA is prohibited from granting post-approval or paying for course costs for non-Government training if the official authorizations have not been obtained prior to registration. Such unauthorized registration can result in a financial obligation to the facility providing the training, and an employee is prohibited from obligating DEA in this manner. In such cases, the employee is liable for the course costs.

3113.63 Continued Service Agreement. Each employee selected for training of 80 hours or more through a non-Government facility under authority of the Government Employees Training Act shall, prior to actual assignment to such training, enter into a written agreement with DEA by completing and signing Section G of the SF-182. No employee shall begin training unless he or she has entered into such an agreement. (See Exhibit 2 for copy of the Agreement.)

### 3113.7 SELECTION PROCEDURES

A. At the beginning of each fiscal year, the Domestic Training Section will prepare a teletype to all Field SAC's, EPIC and Headquarters, listing all scheduled training for the year. The teletype will list the dates of the classes as well as the number of participants.

B. With respect to all employee training provided by the Training Division, the Domestic Training Section will, at least five weeks in advance of those schools, send a survey teletype to all field SAC's and operational elements, soliciting interest in attendance. This teletype will indicate any desired prerequisites for attendance such as grade, current type of assignment, etc., and will designate the number of slots allocated to each Division and Operational element. Thereafter, but not later than three weeks prior to the school start date, the Division SAC or operational element manager will notify OTD by teletype of their selections.

C. With respect to the Intelligence Analyst School, HQ OI will select the attendees, within class size limitations. OI will notify the Domestic Training Section by teletype of its selections not later than three weeks prior to the school start date.

D. With respect to the Specialized Diversion Investigations Seminar, HQ OD will select the attendees, within class size limitations. OD will notify the Domestic Training Section by teletype of its selections no later than three weeks prior to the school start date.

E. With respect to the Drug Intelligence Collection School, HQ OF will select the attendees, within the class size limitations. OF may also have to consider the anticipated CONUS home leave of Special Agents assigned to overseas posts in making its selections. OF will notify the Domestic Training Section by teletype of its selections no later than two weeks prior to the school start date.

F. With respect to the First-Line Supervisor School, HQ Career Board (CB) will select the attendees. CB will notify the Domestic Training Section by teletype of its selections not later than two weeks prior to the school start date.

G. At least two weeks prior to the start date of a school, OTD will prepare a teletype to all respective Division/Operational elements authorizing travel and per diem for travel to the training site. The teletype will also contain appropriation numbers and reporting instructions. Using appropriation data in the teletype attendees will obtain advance travel funds from their Divisions or operational elements.

### 3113.8 PROGRAMS

3113.81 Asset Removal Training. This is a two-week program on advanced financial investigative training for DEA Special Agents, intended to equip participants with the skills and knowledge required to initiate, develop and bring to a successful conclusion investigations aimed at depriving drug traffickers of the profits of their illicit activities. The program makes ample use of FBI, Treasury and non-Government expertise in addition to DEA-provided instruction. Each total class size is limited to 40 students.

There are a limited number of slots in each class for non-DEA agent personnel, i.e., other narcotic law enforcement officers.

3113.82 Clandestine Laboratory Seminar. A five-day seminar for Special Agents and Chemists which presents the latest techniques in clandestine laboratory investigations, develops an awareness of

safety precautions in executing search warrants for dismantling of clandestine laboratories, and discusses recent developments in clandestine laboratory synthesis. Each class is limited to 20 students.

3113.83 Drug Intelligence Collection. A two-week program for Special Agents assigned overseas. Using a case study approach in a seminar setting, the program is intended to equip participants with knowledge regarding their role in the U.S. Government's overall international drug enforcement strategy, the DEA policies and procedures governing their activities overseas, and the functions and areas of mutual interest of other U.S. Government agencies with an overseas role. The program emphasis is on developing the participants' investigative skills and techniques for collecting drug intelligence in a foreign environment, in a secure and effective manner consistent with DEA goals.

3113.84 Firearms Instructor Training. A three-week joint DEA/FBI program intended to enable participants to develop and present comprehensive firearms instruction programs. Graduates of this program are certified as DEA Firearms Instructors, and handle field firearms, in-service and periodic qualification programs.

3113.85 Intelligence Analysts. A two-week program for Special Agents assigned to field intelligence units. The academic curriculum is devoted to technical intelligence subjects. Individual and group exercises allow for practice in applying intelligence analysis techniques to drug law enforcement situations.

3113.86 Specialized Diversion Investigations Seminar. A two-week program intended to provide Diversion Investigators with an update of previously received training, as well as training in special and advanced skills. The program is based primarily on a series of case studies. Diversion Investigators normally attend this training 12 to 18 months after completing Basic Diversion Investigator training.

3113.87 First-Line Supervisor Training. A two-week program providing instruction in a wide variety of management topics for the first-line supervisors as prescribed by OPM regulations, to include briefings on DEA policies and procedures. Program topics include situational leadership, interpersonal and team building effectiveness, employee relations, performance appraisal, and major case management. Selectees are determined by the Career Board.

The Support Supervisor training program is a comprehensive one-week developmental program for Section Chiefs and potential Section Chiefs who are non-core personnel. Topics presented include briefing presentations, leadership, personnel management, time management, communications styles, and team building. Selectees are determined by the Career Board.

3113.88 Mid-Level Management Training

A. Mid-level management training is a two-week developmental program for GM-15 level managers, combining instruction on principles and techniques of program management and organizational

development. Topics presented include media management, strategic planning, personnel management, problem solving/decision making, negotiating skills, and financial management. Selectees are determined by the Career Board.

B. The Senior Executive Program is a professional development program for DEA Senior Executives. It is a one-week program designed to focus on critical organizational and strategic planning issues as they relate to DEA's sphere of influence. This training is conceptual in nature covering such topics as: executive role, executive stress, political and social trends, media relations, leadership, policy analysis, and ethics. Selectees are determined by the Career Board.

3113.89 Other In-Service Training Schools. M204 computer training is a one-week program provided for all appropriate DEA personnel. The curriculum is devoted to technical operations and understanding of the M204 and DATS systems. Other one- and two-week training programs will be developed to meet the training requirements of core employees as situational changes within DEA dictate.

### 3113.9 DIVISIONAL TRAINING

#### 3113.91 Responsibilities

A. The Chief, Field Training Unit, Training Division, is responsible for disseminating Divisional training fund allocations at the beginning of each fiscal year. This will be done by teletype to each Division.

B. Divisional SAC's are responsible for ensuring that allowances for Divisional training are not exceeded and that control ledgers for these funds are maintained in accordance with Subchapter 052 of the Administrative Manual. Additionally each SAC is responsible for ensuring that all procurements agree with Divisional training plans and comply with the Federal Acquisition Regulations and Chapter 02 of the Administrative Manual.

C. Divisional Training Coordinators (DTC's) are responsible for scheduling, coordinating and conducting Divisional in-service, state and local training programs. DTC's will also coordinate and support specialized programs such as the Sports Awareness Program and other programs deemed necessary by Headquarters and Divisional management. DTC's are responsible for providing their respective Divisional Administrative Officers with all obligations and expenditures. Additionally, the DTC's must complete the Fund Obligation Control Ledger (Exhibit 3) and the Monthly Recapitulation Reports (local forms, Exhibits 4-8). Send these reports to the Field Training Unit, Training Division, at the end of each month along with a copy of each obligating document. DTC's will also ensure that SF-1012's (Travel Vouchers) are submitted and processed for each person who travels on Training funds. DTC's are responsible for certifying all SF-182's for training conducted and funded by his/her Field Division prior to forwarding to OTDS for filing.



D. Divisional Administrative Officers are responsible for input and reconciliation of obligations in DEAAS based on information provided by the DTC. The Divisional Administrative Officers will certify to the Training Division Administrative Officer that monthly and quarterly reconciliation has been performed in order that the Training Division can, in turn, certify the same to the Controller in accordance with Controllers Bulletin 85-3.

- Instructions for handling and completing copies 3, 4, 5 and 6 appear on reverse of copy 3
- Please type form and do not remove carbons and copies 1-9 from set.
- Typewriter tab stops indicated by ▽ below.

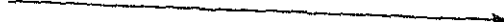
Exhibit 1

<b>REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING</b>				A Agency, code agency subelement and submitting office number (Example—XX-XX-XXXX)		01 B OFFICE USE ONLY																							
				C Request status (Mark (X) one)		02																							
				Initial or Resubmission		Correction or Cancellation																							
<b>Section A—TRAINEE INFORMATION</b>																													
1 Applicant's name (Last-First Middle Initial)  JOHNSON, LINDA S.			Enter first 5 letters of last name JOHNS		03 2 Social Security Number  999-88-7777		04 3 Date of birth (Year and month)  48/2 <small>(Example—born January 14, 1943 shown as 43/01)</small>																						
4 Home address (Number, street, city, State, ZIP code) 1234 Main Street Anytown, VA 22XXX			5 Home telephone Area code Number 703 750-1971		6 Position level (Mark (X) one only) <input checked="" type="checkbox"/> a Non supervisory <input type="checkbox"/> c Manager <input type="checkbox"/> b Supervisory <input type="checkbox"/> d Executive																								
7 Organization mailing address (Branch Division / Office / Bureau / Agency) DEA/AMRR 1405 I Street NW Washington, DC 20537			8 Office telephone Area code Number Extension 202 633 XXXX		9 Continuous civilian service Years Months 15 3		10 Number of prior non-government training days																						
11a Position title / function Management Analyst		11b Applicant handicapped or disabled (See instructions)		12 Pay plan / series / grade / step GS-343-12/4		13 Type of appointment C		14 Education Level 17																					
<b>Section B—TRAINING COURSE DATA</b>																													
15a Name and mailing address of training vendor (No., street, city, State, ZIP code) DOJ, DOJ Training Center, NALC Building 100 Indiana Avenue Room 200 Washington, DC 20530				15b Location of training site (If same, mark box) <input checked="" type="checkbox"/>																									
16 Course title and training objectives (Benefits to be derived by the Government) Assertiveness Training for Managers. To prepare employee for managerial and supervisory duties.																													
17 Catalog / Course No		18 Training period (6 digits) Year Month Day a Start 88 04 06 b Complete 88 04 06		06 19 No. of course hours (4 digits) a During duty 0008 b Non duty c TOTAL 0008		07 20 Training codes (See instructions) Code a Purpose 3 b Type 2		08 c Source 1 09 d Special interest 2																					
<b>AGENCY USE ONLY</b>																													
<b>Section C—ESTIMATED COSTS AND BILLING INFORMATION</b>					<b>Section D—APPROVALS</b>																								
21 Direct costs and appropriation / fund chargeable <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">Item</th> <th colspan="2">Amount</th> <th rowspan="2">Appropriation / fund</th> </tr> <tr> <th>Dollars</th> <th>Cents</th> </tr> <tr> <td>a. Tuition</td> <td>\$ 150</td> <td>00</td> <td rowspan="4">88A-190500-P-190XXX-0106-XX010-2566</td> </tr> <tr> <td>b. Books or materials</td> <td></td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column) TOTAL</td> <td>\$ 0150</td> <td>00</td> </tr> </table>					Item	Amount		Appropriation / fund	Dollars	Cents	a. Tuition	\$ 150	00	88A-190500-P-190XXX-0106-XX010-2566	b. Books or materials			c. Other (Specify)			d. (Enter 4 digits in dollar column) TOTAL	\$ 0150	00	26a Immediate supervisor—Name and title John J. Adams, Chief Ops Analysis Unit Area code / Tel. No. / Extension 202-633-XXXX					
Item	Amount		Appropriation / fund																										
	Dollars	Cents																											
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d. (Enter 4 digits in dollar column) TOTAL	\$ 0150	00																											
					b. Signature _____ Date _____																								
					27a Second line supervisor—Name and title Ronald R. Public, Chief Mgt Analysis Section Area code / Tel. No. / Extension 202-633-XXXX																								
					b. Signature _____ Date _____																								
22 Indirect costs and appropriation / fund chargeable <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">Item</th> <th colspan="2">Amount</th> <th rowspan="2">Appropriation / fund</th> </tr> <tr> <th>Dollars</th> <th>Cents</th> </tr> <tr> <td>a. Travel</td> <td>\$</td> <td></td> <td rowspan="3"></td> </tr> <tr> <td>b. Per diem</td> <td></td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column) TOTAL</td> <td>\$</td> <td></td> <td></td> </tr> </table>					Item	Amount		Appropriation / fund	Dollars	Cents	a. Travel	\$			b. Per diem			c. Other (Specify)			d. (Enter 4 digits in dollar column) TOTAL	\$			28a Training officer—Name and title Area code / Tel. No. / Extension b. Signature _____ Date _____				
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23 Document / Purchase Order / Requisition No					<b>Section E—APPROVAL / CONCURRENCE</b>																								
24 8-Digit station symbol (Example—12-34-5678)					29a Authorizing official—Name and title Area code / Tel. No. / Extension b. Signature _____ Approved _____ Date _____ Disapproved _____																								
25 BILLING INSTRUCTIONS (Furnish invoice to)					<b>Section F—CERTIFICATION OF TRAINING COMPLETION</b>																								
					30a Certifying official—Name and title Area code / Tel. No. / Extension b. Signature _____ Date _____																								
<b>TRAINING FACILITY</b> ▶ Bills should be sent to office indicated in item 25. • Please refer to number given in item 23 to assure prompt payment																													

**NOTE:** This agreement must be signed by the nominee for all **non-government** training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in Section G below shall be construed as limiting the authority of an agency to waive, **in whole or in part**, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

### Section G—EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE

- 1 I AGREE that, upon completion of the Government sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training up to a maximum of 40 hours a week) **NOTE:** For the purposes of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment) not to a segment of such an organization.
- 2 If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in items 21 and 22.
- 3 I FURTHER AGREE that if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice of at least ten work days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109(a)(2)) incurred by the Government in this training.
- 4 I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- 5 I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
- 6 I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

		
		Date

## FUND OBLIGATION CONTROL LEDGER

[illegible]

\* Enter the letter "F" in the space preceding the Control Number when final payment is made.

Exhibit 3





	<u>No of Programs</u>	<u>No of Students</u>	<u>No of Female</u>	<u>No of Military</u>	<u>Other Federal Agency</u>	<u>Location of Program</u>	<u>Fund by OTDS/DIV</u>	<u>Cost</u>
Profes- sional Sports Program	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
Other Explain	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____	_____
Comments:								

#### LAW ENFORCEMENT TRAINING

A prepared course of instruction designed to provide or enhance the skills and technical abilities of law enforcement officers.

This form must be completed and forwarded to the Training Clerk, OTDS by the 5th working day of the next month.

\_\_\_\_\_  
Divisional Training Coordinator

\_\_\_\_\_  
Date

MONTHLY RECAPITULATION  
OF PROGRAMS CONDUCTED  
STATE AND LOCAL TRAINING

\_\_\_\_\_ Divisional Training

For the month of \_\_\_\_\_ 198 \_\_\_\_\_

PREVENTION PROGRAMS

<u>Name of Organization Or Club</u>	<u>Number of Participants</u>	<u>Length of Presentation</u>	<u>Location of Presentation</u>	<u>Topic of Presentation</u>	<u>OTDS/DIV Costs</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total

Comments:

PUBLICATIONS

<u>Name of Book</u>	<u>Name of Magazine</u>	<u>Name of Newspaper</u>	<u>Name of Article</u>	<u>Date of Publication</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total

Comments:

RADIO-TV APPEARANCES

<u>Name of Station</u>	<u>Topic of Presentation</u>	<u>Location of Presentation</u>	<u>Date of Presentation</u>	<u>Cost</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total



Exhibit 5  
Page 2

Comments:

#### PREVENTION PROGRAM

A speech or lecture that is designed to be interesting or informative.  
A luncheon speech to a civic group, such as the Kiwanis Club, is a  
Prevention Program.

This form must be completed and forwarded to the Training Clerk,  
OTDS, by the 5th working day of the month.

\_\_\_\_\_  
Divisional Training Coordinator

\_\_\_\_\_  
Date

MONTHLY RECAPITULATION  
OF PROGRAMS CONDUCTED  
STATE AND LOCAL TRAINING  
PROFESSIONAL TRAINING

Divisional Office

For the Month of \_\_\_\_\_ 198 \_\_\_\_\_

	<u>Number of Programs</u>	<u>Number of Students</u>	<u>Length of Programs</u>	<u>Location of Programs</u>	<u>Topic</u>	<u>Cost OTDS/DIV</u>
College/ University Staffs	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
College/ University Students	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
High School/ Junior High School Staffs	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Parent Teachers Association	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Other (Explain)	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

Comments:

**PROFESSIONAL TRAINING**

A prepared course of instruction designed to provide or enhance skills and technical capabilities of Educators. Programs of instruction intended for grade or high school students are more appropriately presented by local law enforcement agencies.

Divisional Training Coordinator

Date

MONTHLY RECAPITULATION  
OF PROGRAMS CONDUCTED  
STATE AND LOCAL TRAINING  
DRUG RELATED PROFESSION TRAINING

Divisional Training

For the Month of \_\_\_\_\_ 198 \_\_\_\_\_

	<u>Number of Programs</u>	<u>Number of Students</u>	<u>Length of Programs</u>	<u>Location of Programs</u>	<u>Topic</u>	<u>Costs OTDS/DIV</u>
Practitioners, i.e., Physicians, Dentists, Vets.	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Nurses, Pharmacists	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Emergency Medical Aid Teams	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
Other (Explain)	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
Comments:	_____	_____	_____	_____	_____	_____

DRUG RELATED PROFESSION TRAINING

A prepared course of instruction designed to provide or enhance the skills and technical capabilities of the Medical Community.

This form must be completed and forwarded to the Training Clerk, OTDS, by the 5th working day of the next month.

Divisional Training Coordinator

Date \_\_\_\_\_

MONTHLY RECAPITULATION  
OF PROGRAMS CONDUCTED  
STATE AND LOCAL TRAINING  
JUDICIAL TRAINING

					Division Training		
For the Month of _____					198 _____		
	Number of Programs	Number of Students	Type of Agency*	Length of Programs	Location of Programs-	Topic	Cost OTDS/DIV
Judges	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Court Officers	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Parole Officers	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Correc- tions Officers	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Other (Explain)	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Comments:							

JUDICIAL TRAINING

A prepared course of instruction designed to provide or enhance the skills and technical capabilities of members of the Judiciary. This form must be completed and forwarded to the Training Clerk, OTDS, by the 5th working day of the next month.

\_\_\_\_\_  
Divisional Training Coordinator

\_\_\_\_\_  
Date

\*Note: Federal, State or Municipal

## 3114 FIREARMS TRAINING

3114.1 GENERAL. It is the policy of DEA that all agents are to be well-trained and maintain a high level of proficiency in the use and safety of authorized firearms.

To ensure this level of proficiency and safety, Headquarters has established the Firearms Training Unit, Training Division, which is responsible for the overall direction and coordination of all aspects of the DEA Firearms Program; monitoring DEA policy in firearms and related issues; and continually upgrading and improving training in firearms, tactics and safety as related to the duties of DEA agents.

Additional policy and guidance may be found at Section 6122 of the Agents Manual.

### 3114.2 RESPONSIBILITIES

A. Division SAC's and Country Attaches will ensure that firearms training as set forth in Section 6122 of the Agents Manual and by the Annual Firearms Training Directive from the Training Division are adhered to by all Special Agents under their supervision.

B. Each Division and Country Office will have a designated Division Firearms Officer to assist the SAC/CA in implementing the DEA Firearms Program. The Division Firearms Officer will:

1. Act as an extension of the Firearms Training Unit, Office of Training, and conduct quarterly firearms training, qualification, and weapons inspections for all agent personnel, ensuring compliance with the Annual Firearms Training Directives regarding the Firearms Program.

2. Conduct an annual physical inventory of issued and personally-owned firearms authorized for use within their respective Division/Country Office.

3. Advise the Firearms Training Unit (OTDG), through their SAC or Country Attache, of their annual requirements for firearms, ammunition, target material, and related equipment required for operational use and training.

4. Report any malfunction of firearms or ammunition to the Chief, Firearms Training Unit, Training Division.

5. Advise the Division SAC/Country Attache of agents failing to attend quarterly training sessions or failing to qualify.

6. Conduct other training or perform other firearms-related duties at the direction of the SAC/Country Attache or request of the Training Division, to include training in defensive tactics, arrest/raid planning and other enforcement techniques.

C. The DEA Firearms Training Unit (OTDG) will control issuance, purchase, accountability, and qualification/training standards for the use of all DEA-issued weapons. Additionally, OTDG will:

1. Standardize firearms training in domestic and foreign offices.

2. Standardize weapons and ammunition used by DEA to ensure that DEA Agents are equipped to perform their enforcement duties.
3. Establish policies and procedures for Divisional Firearms Officers; monitor field and foreign office implementation of the Annual Firearms Training Directive and any other policy directives regarding firearms issues.
4. Provide minimum standards of qualification and training with all DEA-issued or authorized weapons.
5. Centralize firearms and ammunition inventory; provide inventory guidelines and procedures for the Division Firearms Officers to follow.
6. Conduct research, testing, and evaluation regarding firearms, ammunition, and related enforcement equipment, and make recommendations regarding their use.
7. Procure, assign, and distribute all firearms, ammunition, other equipment, and training aids to all domestic and foreign offices.
8. Maintain and conduct qualification training for Headquarters and others as required herein.

D. Special Agents are required to maintain a high level of proficiency in the use and safety of DEA authorized firearms. It is the responsibility of each Agent to attend quarterly training sessions. All Agents are required to achieve minimum standards of qualification as mandated in the Annual Firearms Training Directive established by the Firearms Training Unit, OT. Failure to attend firearms training sessions and/or qualify can result in the Agent being placed on limited duty, loss of AUO and other limitations. In unusual circumstances, documented in writing, such as extended TDY or sick leave, SAC's may authorize additional make-up sessions or remedial training within 30 days after the Agent returns to duty.

Special Agents are personally responsible for the security, cleanliness, and maintenance of their issued firearms and all DEA approved personally-owned weapons. All repairs or adjustments to these weapons must be coordinated with the Division Firearms Officer.

### 3114.3 FIREARMS TRAINING AND QUALIFICATION

A. Each year, the Firearms Training Unit, in its ANNUAL FIREARMS TRAINING DIRECTIVE (AFTD), will provide Division and Country Office Firearms Officers the courses of fire, other training/qualification instructional outlines, and reference material required for that year.

B. Based on the Division Agent ceiling, prescribed courses to be fired and other needs, the Division/Country Office Firearms Officer will, by teletype, advise the Firearms Training Unit of their ammunition requirements for the following 12-month period. Due to the logistical difficulties inherent in shipping weapons and ammunition to foreign offices, Country Attaches will ensure that their requests are reasonable but sufficient for the entire

year. The Firearms Training Unit will order and arrange shipment of needed ammunition for a 12-month period for all domestic and foreign offices.

C. All domestic field agents will attend firearms training quarterly and will formally qualify semi-annually with their DEA-issued firearms, any personally-owned firearms they seek authorization to carry, and DEA shotguns. Agents will also fire familiarization courses with other DEA-authorized shoulder weapons and qualify with these weapons before specific authorization is granted to carry these special purpose shoulder weapons operationally. Agents authorized to use submachine guns must qualify every 60 days.

D. Agents assigned to Headquarters and to foreign posts-of-duty will be required to qualify only once annually.

E. Specialty courses, to include stress, decision, reduced light and night firing will be fired during these training periods. Instructions regarding this training and the specialty courses to be fired will be published in an "Annual Firearms Training Directive" prepared and distributed by OTDG.

F. During all training sessions, the Division Firearms Officers and their Assistants will exercise functional supervision at the range and will personally inspect all weapons prior to firing.

G. An Agent's authorization to carry a firearm will be a properly executed DEA Form 279 noting successful qualification. Division Firearms Officers will maintain the DEA-279's and update them for each authorized weapon with which the Agent qualifies.

H. An Agent will not carry a firearm with which he/she has failed to qualify. Failure to qualify will be noted on the DEA-279 and will be immediately reported to the Division SAC/Country Attache/Headquarters Office Head by the Division Firearms Officer.

The SAC/Country Attache/Headquarters Office Head will suspend the Agent's authorization to carry that weapon until such time as remedial assistance is provided and a passing qualification score is achieved.

An Agent failing to qualify with his/her issued firearm will be placed on limited duty until remedial training results in achievement of a passing qualification score.

An Agent failing to attend three consecutive firearms training sessions will be placed on limited duty until attending make-up training and qualifying.

I. Reporting Requirements. Each SAC/Country Attache will notify the Firearms Training Unit of the results of the quarterly training sessions, providing the following information:

1. Dates of training
2. Ranges used
3. Names of instructors
4. Names of Agents who have missed firearms training and make-up sessions.



6. Names of Agents failing to qualify.

7. Effective date of limited duty for Agents failing to attend training sessions or qualify, or SAC's personal explanation as to why such action was taken.

Completed DEA-279, Firearms Qualification and Inspection Record, for all Agents in the Division will be attached to the semi-annual reports.

## Subchapter 312 Non-DEA Employee Training (Interagency and Non-Governmental)

### 3121 GENERAL

This subchapter contains those policies and procedures relative to the training of those individuals and groups who are not employees of DEA, to include employees of state and local police departments and employees of other Federal law enforcement agencies.

### 3122 STATE, LOCAL AND INTERAGENCY TRAINING

3122.1 PURPOSE. DEA has primary responsibility for developing a national drug abuse control strategy. The enforcement, drug supply suppression, and prevention programs must be adequately communicated to State, local, military and other Federal officials if DEA's national strategy is to have full impact. National manpower being brought to bear against the illicit drug traffic is increased and made more efficient if State, local, military and other Federal law enforcement agencies can be sufficiently trained or brought up-to-date in the skills peculiar to drug law enforcement and suppression. This approach also frees Federal drug resources for concentration on high-level national and international drug trafficking organizations. The purposes are to expand DEA's enforcement and drug suppression efforts by increasing the cooperation between law enforcement agencies at all levels of Government in the United States; convey changes in national priorities and strategies to all levels of drug law enforcement; develop required training programs and determine resource requirements so that skills of Federal, State and local police agencies and military offices can be enhanced; and use all available resources where appropriate to gain the benefits from greater expertise and prevent duplication of effort.

3122.2 LEGAL BASIS FOR STATE, LOCAL AND INTERAGENCY TRAINING. Title 21, Section 872 (Comprehensive Drug Abuse Prevention and Control Act of 1970) and Executive Order 11641 of 1972, as amended by the President's Reorganization Plan No. 2 of 1973, serve as the basic authority for education and training programs on drug abuse and controlled substances law enforcement for local, state and Federal personnel.

### 3122.3 PROCEDURES

#### 3122.31 Procedures for Training Conducted at the FBI Academy

A. On an annual basis, the Field Training Unit of the Training Division will provide field divisions with the date of each state and local school to be conducted at the FBI Academy. In the case of FBI Narcotic Specialization Training (NST), the Special Training Unit will provide the information to FBI Headquarters.

B. Each field division, in accordance with local policy, will solicit candidates and submit an SF-182 for each to the Field Training Unit no later than 30 days prior to the starting date of the class. In the case of NST, the Specialized Training Unit will receive a list of attendees from the FBI Headquarters.

C. The Field Training Unit will then issue a teletype authorizing the state and local attendees to incur travel expenses and furnishing further instructions regarding attending the particular training class.

#### 3122.32 Procedures for Training Conducted in the Field

A. At the end of each fiscal year, the DTC's will prepare a teletype to the Field Training Unit of the Training Division listing the anticipated schedule of training to be conducted in the respective divisions in the coming fiscal year. The teletype should list the type of training, projected dates, location, number of participants and cost. The Field Training Unit will then authorize and provide funding to each division based on the division's projected training, training accomplished within the previous fiscal year and budgetary constraints.

B. State and local applicants for field training must complete an SF-182 (Training School Application-DEA) to submit to the respective SAC of the field division. A copy of each SF-182 must be forwarded to the Field Training Unit. The DTC will issue appropriate numbers for all expenses necessary for funding each field training session in accordance with procedures outlined in 3113.9.

#### 3122.4 PROGRAMS

3122.41 Drug Enforcement Officers Academy. This eight-week training program for Federal, state, local and military law enforcement officers who are now or will be engaged in full-time drug enforcement duties is designed to provide the student with specialized instruction in the latest techniques in drug enforcement. This training prepares the officer to conduct in-depth drug investigations and accept a leadership role in the community's overall effort to combat drug abuse. The Academy combines a rigorous academic and practical training curriculum which covers the full range of skills and knowledge needed by an investigator to maximize his/her effectiveness as a drug law enforcement officer. The officer receives instruction in such related subjects as: Search and Seizure, Surveillance, Undercover Techniques, Conspiracy Investigations, Drug Identification, Drug Field Testing, Technical Investigative Aids, Physical and Firearms Training, Practical and Field Training Exercises, and Officer Survival. The program also trains participants in Methods of Instruction to enable them to share their expertise with other members of their departments as well as the community within which they work.

3122.42 Law Enforcement Officers School. This two-week training program for Federal, state, local and military law enforcement officers is designed to familiarize the student with basic drug enforcement investigative techniques.

3122.43 Supervisory Drug Enforcement Officers School. This three-week training program presents advanced investigative and management concepts for officers who are or soon will be commanders of other Federal, state, local or military drug enforcement units. Instruction includes Search and Seizure, Intelligence Process and Analysis, Conspiracy Investigations, Organization and Management of a Drug Unit, Methods of

Communication, Stress and Narcotic Enforcement, Money Management, Legal Responsibilities of Management, and Task Force Management.

3122.44 U.S. Army CID Training. This five-day program for entry level Special Agents of the U.S. Army's Criminal Investigations Command, is presented as a component of the CID Basic Agent School. It is intended to provide an understanding of all aspects of controlled substances and a familiarization with basic drug enforcement investigative techniques.

3122.45 Narcotic Specialization Training. This two-week program was developed as a result of the FBI being given concurrent jurisdiction in Title 21 offenses. It is intended to equip participants with skills and knowledge to enable them to apply their current criminal investigative experience to initiating, developing and successfully concluding various types of drug investigations.

3122.46 Advanced Drug Enforcement School. This one- to two-week school, offered at selected field locations, has curricula dictated by specific area needs. The curricula can include in-depth instruction in such topics as search and seizure, intelligence techniques, conspiracy investigations, officer survival, and clandestine laboratory investigations. This school is restricted to individuals who have successfully completed and distinguished themselves in scholastic achievement at a two-week Law Enforcement Officers School.

3122.47 Controlled Substances Seminars. These programs range in length from one to five days and may specialize in any of a number of topics related to controlled substance investigations. These programs are ordinarily requested by local departments and are offered at selected field locations. The topics may include conspiracy, clandestine laboratory investigations, drug smuggling, or drug identification, among others.

3122.48 Forensic Chemist Seminar. This one-week program for Federal, state, local and military forensic chemists is held at the Special Testing and Research Laboratory, McLean, Virginia. This course, presented by DEA Forensic Chemists and specialists from other disciplines, is designed to enhance the participants' skills and knowledge using modern analytical techniques and instrumentation. This program is intended for forensic chemists with some basic skills and knowledge in the field of forensic drug analysis. Optimum class size is approximately fifteen students.



## CHAPTER 32 INTERNATIONAL TRAINING

### Subchapter 320 Authority And Background

The responsibility for international narcotics control is conferred upon the President of the United States by Section 481 of the Foreign Assistance Act, and upon the Secretary of State by Executive Order. This responsibility has been delegated to the Assistant Secretary of State for International Narcotic Matters (Authority No. 145, February 4, 1980).

This function was assigned to the Department of State because the Administration believes that worldwide drug control is a matter of Government responsibility under international treaties that should be dealt with as a matter of international obligation and concern.

The International Narcotics Control Program is one of five parts of the Administration's program to reduce the drug abuse problem in the United States. The program also includes: Education and Prevention, Treatment and Rehabilitation, Law Enforcement, and Research.

The overall program which features the personal leadership of the President, Vice President, Secretary of State, and the Attorney General, is coordinated through two Cabinet Councils. It pursues Governmentwide objectives set forth in the Federal Strategy for Prevention of Drug Abuse and Drug Trafficking.

The responsibilities and programs of the Bureau of International Narcotic Matters (INM) include:

1. Policy development and program management.
2. Diplomatic initiative.
3. Bilateral and multilateral assistance for crop control.
4. Interdiction and related enforcement activities in producer and transit nations.
5. Drug related coordination of international efforts with domestic drug abuse strategies.
6. Negotiating, implementing, monitoring, and terminating drug control agreements with other Governments.
7. Training foreign personnel in drug enforcement and related procedures.

In regard to the last function, various basic and advanced training programs are conducted for foreign law enforcement agencies in drug enforcement and related procedures, such as Smuggling Interdiction and Financial Investigations, by the Drug Enforcement Administration and the United States Customs Service. These training programs are coordinated and financed by the Department of State through INM.

DEA's International Training activities are conducted in coordination with DEA's foreign offices, U.S. Missions and the Department of State, International Narcotics Matters (INM).

International training programs are fully financed by International Narcotic Control funds managed by and controlled by INM, under the authority of the Foreign Assistance Act, Section 481.

### 3201 GOALS

The basic goal of international narcotics and dangerous drug control is to reduce as much as possible the amount of illicit narcotics and dangerous drugs entering the United States from foreign countries and to assist foreign Governments in combating their own drug problems. Increasing the effectiveness of foreign drug enforcement personnel in drug producing countries and/or transit nations is vital to the international drug control mission. International drug control training also provides channels of communication and cooperation among countries.

### 3202 LONG-RANGE GOALS

- A. Upgrade drug law enforcement capabilities of foreign law enforcement.
- B. Encourage and assist key countries in developing self-sufficient drug investigative training programs.
- C. Provide foreign officials with motivation as well as necessary skills and knowledge required to initiate and continue high-level drug investigations.
- D. Increase cooperation and communication between foreign police and DEA personnel and among foreign police stationed along international trafficking routes.

## Subchapter 321 Training Within CONUS

### 3211 GENERAL

The descriptions of the various types of schools which follow are intended to provide an overview of the core material. Every program is intended to be flexible to address the needs and specific situations of the receiving agency and to respond to rapid changes in the international and domestic situation.

### 3212 PROGRAMS

3212.1 EXECUTIVE OBSERVATION PROGRAM. The Executive Observation Program is for foreign policy-level law enforcement executives. It consists of individualized programs prepared for drug enforcement policy level foreign executives. They are designed to further acquaint such executives with U.S. and DEA enforcement, intelligence, regulatory and training operations. Starting in Washington, D.C., the participant(s) tours DEA Headquarters and meet(s) with senior officers of each organizational element. Executives from other Federal agencies involved in the suppression of international drug traffic are normally included. Field trips allow the visitor(s) to observe enforcement procedures in field offices, intelligence centers and research laboratories on a Federal, state and local level.

Input from the respective DEA Country Office and U.S. Mission is used to customize the programs and maximize exposure to those areas which will be most beneficial to the DEA/U.S. Country Office/Mission objectives.

Although funded from the INM/DEA International Training appropriations, the program is managed by the Office of International Programs (OF) at DEA Headquarters.

### 3212.2 INTERNATIONAL NARCOTICS ENFORCEMENT MANAGEMENT SEMINAR (INEMS)

3212.21 For Senior Operational Enforcement Officers. This is a four-week school designed for operational drug unit managers. The curriculum includes core narcotic enforcement principles and techniques from a supervisor's viewpoint (e.g., management and control of an undercover operation, of surveillance situations, etc.), team building and supervisory techniques, financial investigations, drug intelligence collection and analytical methods, and an overview of current international trafficking trends and situations. Participants of these schools prepare and present overviews of the drug trafficking situations in their own countries which include, but are not limited to, trends, organization of their respective agencies, strategies, problems and progress. A field observation trip and observation at sea of a marine law enforcement drug smuggling interdiction demonstration are also included.

The school stresses the practical application of supervisory and enforcement techniques which may be used and adapted to the respective participants' operational situations. To the extent possible, the curriculum is presented in a seminar setting to encourage active class participation and promote a continuing interchange among the participants.



### 3212.21

DEA and guest instructors present the majority of the curriculum. A contractor is used to supplement the supervisory training with a specialized block of instruction on management techniques.

3212.22 For Trainers and Training Managers. This is a four-week course designed to provide experienced foreign drug enforcement officers and training managers with the knowledge and skills to enable them to plan, design, manage, and conduct drug enforcement training courses in their respective countries, and to assess and evaluate program results.

DEA instruction in this school is supplemented by a contractor. The course content is delivered by using a combination of discussion groups, case studies, role plays, problem consensus, and lectures. The participants are also familiarized with the latest in training aids and audio-visual training techniques, and assisted in adapting the techniques to their particular resources and situations.

3212.3 FORENSIC CHEMISTS SEMINAR. This two-week program for international forensic chemists is held at the Special Testing and Research Laboratory, McLean, Virginia. This course, presented by DEA Forensic Chemists and specialists from other disciplines, is designed to enhance the participants' skills and knowledge using modern analytical techniques and instrumentation. This program is intended for forensic chemists with some basic skills and knowledge in the field of forensic drug analysis. Optimum class size is approximately fifteen students.

## Subchapter 322 In-Country Training

### 3221 GENERAL

The Training Division, International Training Section, offers a variety of in-country training programs conducted by three mobile training teams. An advanced pre-school planning and assessment trip is usually taken to tailor each school to the specific needs of the receiving country.

### 3222 PROGRAMS

#### 3222.1 SCHOOLS CONDUCTED BY MOBILE TEAMS

3222.11 Drug Enforcement. This is a two-week school designed to provide the participants with the basic knowledge and skills to participate in narcotic investigations. Optimum class size is 30 participants. The topics covered include, but are not limited to:

1. Development and handling of informants.
2. Surveillance with practical street exercise.
3. Arrest techniques.
4. Interview and interrogation techniques.
5. Undercover techniques (when applicable).
6. Drug identification.
7. Drug field testing.
8. Drug concealment.
9. Airport and marine interdiction.
10. Evidence handling.
11. Report writing.
12. Other topics as determined through the advanced planning and assessment process.

3222.12 Methods of Instruction. This is a two-week school designed to teach experienced narcotic enforcement officers to be instructors. The participants learn basic teaching methods, familiarize themselves with audio-visual equipment, and the design and construction of basic training aids. The majority of the time is devoted to actual teaching techniques and practical exercises. Optimum class size is 12-16.

3222.13 Criminal Information Research. This is a one- or two-week course intended for personnel engaged in complex drug investigation and/or analysis and dissemination of drug enforcement information. The longer course is generally for analysts. Optimum class size is 20-24. Among the topics are:

1. Intelligence Theory.
2. The Intelligence Cycle.
3. Information Storage and Retrieval.
4. Probability Assessment.
5. Link Analysis and Matrix Development.
6. Commodity and Flow Charting.
7. Investigative Charting.
8. Practical exercises which include actual class presentation of all material taught in class.

3222.14 Collection and Analytical Methods. This two-week course is designed to teach experienced drug enforcement officers basic drug intelligence collection and analytical techniques. The analytical phase illustrates what can be done with the information and is the basic one-week Criminal Information Research course described above. The collection phase of the course includes:

A. Intelligence Collection Principles

1. Spotting and assessing sources.
2. Source recruitment.
3. Source handling.
4. Communications.
5. Targeting.

B. Financial Investigative Methods

1. Determining net worth.
2. Guides in tracing assets.

C. Management and Supervisory Techniques (abbreviated block of instruction).

Optimum class size is 20-24.

3222.15 Financial Investigative Methods. This is a one-week school designed to instruct experienced narcotic officers in the various aspects of financial investigations. The participants will be exposed to a general overview of financial investigations (i.e., history, importance, successes, etc.) as well as specific instruction in the operation of international money laundering operations. Instruction concerning licit and illicit money flows, both domestically and internationally, will also be provided along with law enforcement techniques to disrupt money laundering operations. In addition, the participants will be exposed to accounting principles to target and immobilize narcotic traffickers/money launderers. The basic curriculum for this program of instruction will consist of the four following courses:

A. Introduction to Financial Investigative Process

1. Historical Perspective
2. Forfeiture as a Law Enforcement Technique

B. Money Monitoring Techniques

1. Money Laundering
2. Currency Smuggling
3. Tax Havens
4. Method of Monitoring Money

C. International Banking

1. International Correspondent Banking Relationships
2. Money Transfers
3. Collections, Letters of Credit, Acceptances
4. Foreign Exchanges
5. Euro Dollars

#### D. Concealed Income Analysis

1. Accounting Definitions
2. Purpose of Net Worth
3. Developing/Testing Hypothesis
4. Net Worth Method
5. Net Worth Practex

Due to the diversity of available legislation pertaining to financial investigation (i.e., forfeiture, search warrants, etc.) which exist in the international community, this program of instruction is designed to allow sufficient flexibility for particular school requirements.

3222.16 Supervision and Management Techniques. This is a one-week school designed to acquaint street level supervisors with basic supervisory and management principles and techniques. It focuses on team building, communications, decision-making, leadership role models, and management and supervisory styles. This school is designed to be given in conjunction with one of the other schools.

3222.2 JOINT SCHOOLS. These schools are taught with a minimum of fifty percent host country instruction participation. The curriculum can be a combination of any of the schools previously described. At times a Methods of Instruction course will be followed by one or two joint schools to afford practical application of the instructional material and further prepare the host country to provide the various curricula in its own training programs.

3222.3 SPECIAL SCHOOLS. These are one- or two-week schools designed to meet the specific needs of a particular country. If necessary, specialized instructors will augment the mobile training teams for particular curricula. Examples of special schools are:

- A. Prosecutor's Narcotic Investigative Methods School.
- B. Narcotic Investigation Familiarization for the Judiciary.
- C. Clandestine Laboratory Schools.
- D. Burmese Special Force Training.
- E. Combination of previously described schools.

#### 3222.4 REGIONAL SCHOOLS

3222.41 General. Any of the previously described schools, or a combination thereof, for participants from a number of countries are provided in a regional setting, either in-country or within CONUS. Regional schools have been quite beneficial in that, like INEMS schools, they foster an improvement of professional relationships among the participants in addition to covering the topical material.

3222.42 Caribbean Regional School. This is a two-week enforcement school for the island nations and the nations bordering the Caribbean Sea. This school is held at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia, due to: its similarity of climate to the Caribbean area; the proximity to the Caribbean; the advantage of the participants in receiving instruction and fostering relationships with other Federal agencies besides DEA,

3222.42

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such as the U.S. Customs Service, Immigration and Naturalization Service, and Alcohol, Tobacco and Firearms; the opportunity to meet and foster relationships with other foreign participants; and the relatively low cost.

3222.43 Central American Regional School. This is a two-week school for nations of the Central American Region which is held at a Central American location.

### Subchapter 323 International And Regional Organizations

The International Training Section also cooperates with various international and regional organizations by conducting jointly-sponsored schools or by providing instruction and material for conferences and seminars. The International Training Section is expanding its participation in this area and has been or is presently involved in programs with:

- A. United Nations Division of Narcotic Drugs.
- B. Interpol.
- C. South American Accord on Drugs and Psychotropics.
- D. South Pacific Commission.
- E. Pan Arab Bureau of Narcotic Affairs.
- F. Pacific Trust Territories.
- G. ASEAN.
- H. Colombo Plan.

### Subchapter 324 International Drug Enforcement Association

The International Drug Enforcement Officers Alumni Association (I.D.E.A.) is an organization comprised of foreign police officers representing many countries from around the world. The Association was formed in 1973 with the expressed goal of working to suppress illicit international narcotics trafficking.

Specific goals of the Association include stimulating relationships among membership so that mutual cooperation in narcotics suppression might be enhanced, as well as acting as a catalyst for the communication to members of new techniques in the field of narcotics law enforcement.

Membership in the Association is restricted to those persons who have successfully completed Advanced Drug Enforcement training in the United States. This training consists of four weeks of instruction for mid-level officers in the latest enforcement or training techniques.

The Association is supported through the publication of a magazine (COMMUNIQUE), which is published several times a year and serves as the most effective channel of communication between members.



## Subchapter 325 Procedures in Preparing and Conducting Schools Within CONUS

For each INEMS class, the Team Chief, Advanced International Team, will assign a Team member as Class Coordinator. The Class Coordinator will be responsible for the preparation, overall order, orderly conduct and general demeanor of the class and will ensure that training objectives are satisfied. He/she will be the primary contact point for all trainee-related matters and will coordinate with appropriate Training Division, Office of International Programs (OF), and Department of State offices. Responsibilities of the Class Coordinator will include, but not necessarily be limited to, the following:

### A. Correspondence and communications to include:

1. Preparing an announcement teletype for identified participating countries (see sample in Exhibit 1).
2. Teletype to invite Senior Guest Advisor.
3. Letter to State Department requesting interpreters.
4. Letter to Graduation Guest Speaker.
5. Letter to Training Site with names of participants.
6. Memorandum to OF for Class Counselors.
7. Memorandum to appropriate Country Attaches subsequent to training program regarding respective trainees' participation.

### B. Supply Requisitions (DEA-19)

1. Rental vehicles
2. Training site
3. Classroom supplies and handout material
4. Contracts for Guest Instructors
5. Guest Speaker and Senior Guest Advisor Plaques
6. Class nameplates
7. DEA caps, shorts and T-shirt for trainees

### C. Printing and Reproduction

1. Class Reception Invitation
2. Class Schedules (English and Spanish)
3. Class Roster
4. Handout material (when necessary)
5. Graduation Invitations
6. Graduation Programs

### D. Reservations

1. Tours and excursions for class
2. Graduation Banquet

### E. Functions

1. Course Opening Reception
2. IDEA Ceremony
3. Graduation Ceremony

### F. Participant Requirements

1. Airport Pickup Schedule
2. Verify and confirm return airline reservations
3. Student Activity Fee



4. Arrangements for medical problems
5. Rooming list
6. Departure arrangements

G. Miscellaneous

1. Travel Orders and Advances
  - a. Interpreters
  - b. Instructors for Excursion Expenses
  - c. Guest Instructors
  - d. Class Counselor
2. Class Photographs
3. Graduation Certificate Calligraphy and Framing
4. Assist Class with Class Plaque

These arrangements should be initiated and completed with sufficient lead time to allow for the inevitable delays caused by the international and interdepartmental nature of these programs.

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<p>TO:</p> <p>DEA HQS WASHDC          AMEMBASSY ASUNCION          AMEMBASSY ANKARA          AMEMBASSY BOGOTA          AMEMBASSY BRASILIA          AMEMBASSY BUENOS AIRES          AMEMBASSY CAIRO          AMEMBASSY CARACAS          AMEMBASSY COPENHAGEN          AMEMBASSY GEORGETOWN          AMEMBASSY THE HAGUE          AMEMBASSY HONG KONG          AMEMBASSY JAKARTA          AMEMBASSY KUALA LUMPUR          AMEMBASSY LA PAZ          AMEMBASSY LIMA          AMEMBASSY LISBON          AMEMBASSY LONDON          AMEMBASSY MADRID          AMEMBASSY MEXICO CITY          AMEMBASSY NEW DELHI          AMEMBASSY PARAMARIBO          AMEMBASSY QUITO          AMEMBASSY SANTIAGO          AMEMBASSY SANTO DOMINGO          AMEMBASSY SINGAPORE          AIT TAIPEI          AIT VADER          AMEMBASSY TOKOYO</p> <p>INFO: SECSTATE WASHDC</p> <p>DEA HQS PLEASE PASS TO POSTS; EMBASSIES AND CONSULATES          FOR DEA/NARCOR; SECSTATE FOR INM/ROSENQUIST; DEA HQS FOR          OF; CLEARED BY ROSENQUIST. HQS PLS PASS TO OVERSEAS          OFCS.</p>						
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<p><b>TO:</b></p> <p>SUBJECT: DEA ADVANCED INTERNATIONAL DRUG ENFORCEMENT OFFICERS' ACADEMY NO. 57 (INEMS #57), MARCH 15 - APRIL 11, 1987</p> <p>ADVANCED ACADEMY NO. 57 IS SCHEDULED FOR THE PERIOD MARCH 15 THROUGH APRIL 11, 1987. THIS IS A FOUR-WEEK PROGRAM ON DRUG ENFORCEMENT MANAGEMENT AND OPERATIONS FOR SUPERVISORY DRUG ENFORCEMENT OFFICERS. INSTRUCTION WILL BE IN ENGLISH WITH TRANSLATION INTO SPANISH AND PORTUGUESE.</p> <p>LOCATION. INEMS #57 WILL BE CONDUCTED AT THE XEROX CORPORATION INTERNATIONAL CENTER FOR TRAINING AND MANAGEMENT DEVELOPMENT IN LEESBURG, VIRGINIA.</p> <p>COURSE CONTENT. PROGRAM OF INSTRUCTION INCLUDES COURSES IN DRUG IDENTIFICATION/PHARMACOLOGY; PRINCIPLES OF MANAGEMENT/SUPERVISION; FINANCIAL INVESTIGATION AND ANALYTICAL INVESTIGATIVE METHODS.</p> <p>FUNDING. TRAINING FOR U.S.-FUNDED PARTICIPANTS WILL BE FROM DEPARTMENT OF STATE, INTERNATIONAL NARCOTIC CONTROL ASSISTANCE FUNDS AND/OR COUNTRY AGREEMENT FUNDS. OTHER PARTICIPANTS WILL BE ON A SELF-FUNDED BASIS. EXPENSES ARE ESTIMATED AT TRANSPORTATION COSTS PLUS \$90.00/DAY PLUS \$175.00 MISCELLANEOUS. ADDRESSEES ARE INVITED TO NOMINATE THE FOLLOWING NUMBER OF CANDIDATES:</p> <table border="0"> <tr> <td>1. ARGENTINA</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>2. BOLIVIA</td> <td>(2)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>3. BRAZIL</td> <td>(4)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>4. CHILE</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>5. COLOMBIA</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>6. DENMARK</td> <td>(1)</td> <td>SELF FUNDED</td> </tr> <tr> <td>7. DOMINICAN REPUBLIC</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>8. ECUADOR</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>9. EGYPT</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> <tr> <td>10. GUYANA</td> <td>(1)</td> <td>U.S. FUNDED</td> </tr> </table>				1. ARGENTINA	(1)	U.S. FUNDED	2. BOLIVIA	(2)	U.S. FUNDED	3. BRAZIL	(4)	U.S. FUNDED	4. CHILE	(1)	U.S. FUNDED	5. COLOMBIA	(1)	U.S. FUNDED	6. DENMARK	(1)	SELF FUNDED	7. DOMINICAN REPUBLIC	(1)	U.S. FUNDED	8. ECUADOR	(1)	U.S. FUNDED	9. EGYPT	(1)	U.S. FUNDED	10. GUYANA	(1)	U.S. FUNDED
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<p><b>TO:</b></p> <p>PLEASE INCLUDE THE FOLLOWING INFORMATION IN THE NOMINATION CABLE:</p> <ul style="list-style-type: none"> <li>A. NAME.</li> <li>B. RANK.</li> <li>C. DATE AND PLACE OF BIRTH, COUNTRY AND CITIZENSHIP.</li> <li>D. LAW ENFORCEMENT ORGANIZATION REPRESENTED.</li> <li>E. CURRENT ASSIGNMENT TO INCLUDE LENGTH OF TIME IN ASSIGNMENT AND EXPECTED ASSIGNMENT UPON COMPLETION OF SCHOOL.</li> <li>F. PREVIOUS LAW ENFORCEMENT EXPERIENCE OR OTHER RELATED TRAINING.</li> <li>G. PERCENT OF TIME IN NARCOTIC ENFORCEMENT ACTIVITY, TOTAL YEARS IN NARCOTIC ENFORCEMENT.</li> <li>H. TOTAL YEARS IN LAW ENFORCEMENT.</li> <li>I. TOTAL YEARS OF FORMAL EDUCATION.</li> <li>J. LANGUAGE PROFICIENCY.</li> <li>K. STATEMENT INDICATING ENTIRE NARCOTICS COORDINATING COMMITTEE ENDORSES NOMINATION.</li> </ul> <p>QUALIFICATIONS OF ALL NOMINEES WILL BE REVIEWED BY INTERNATIONAL TRAINING SELECTION COMMITTEE PRIOR TO ACCEPTANCE FOR THIS SCHOOL, AND MISSIONS WILL BE NOTIFIED ACCORDINGLY. FUNDING DOCUMENTS WILL BE SENT FOLLOWING ACCEPTANCE.</p> <p>BIOGRAPHIC DATA. PLEASE FORWARD COMPLETED BIOGRAPHIC DATA, DEA-361 (PAGES 1-2) TO DEA/OTI, ATTN: STEPHEN J. MORAN, C/O FBI ACADEMY, QUANTICO, VA 22135, PRIOR TO FEBRUARY 20, 1987.</p> <p>POST NARCOTICS TRAINING COORDINATORS SHOULD STRESS WITH NOMINATING OFFICIALS THAT PERSONS CHOSEN TO PARTICIPATE IN INM-FUNDED PROGRAMS MUST BE IN GOOD HEALTH SO THAT THEY CAN UNDERTAKE EXTENDED PERIODS OF TRAVEL AND PARTICIPATE FULLY IN THE TRAINING PROGRAM WHILE IN THE UNITED STATES. POSTS SHOULD NOT, REPEAT, NOT NOMINATE A CANDIDATE FOR U.S. TRAINING IF THERE IS A REASON TO BELIEVE THAT HEALTH PROBLEMS MAY ARISE DURING THE CANDIDATE'S STAY IN THE U.S.</p>						
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<p><b>TO:</b></p> <p>FOLLOW-UP. AFTER TRAINING IS COMPLETED, PARTICIPANTS WILL BE ASKED TO COMPLETE A QUESTIONNAIRE ON A YEARLY BASIS REGARDING EFFECTIVENESS OF TRAINING, PARTICULARLY AS IT RELATED TO THEIR POSITION/ACTIVITIES IN RESPECTIVE COUNTRY.</p> <p>ALL CABLE TRAFFIC SHOULD BE ADDRESSED TO DEA OFFICE OF TRAINING, QUANTICO FOR INTERNATIONAL TRAINING WITH INFO COPY TO DEA HQS, OF. ANY QUESTIONS OR MESSAGES SHOULD BE DIRECTED TO S/A STEPHEN J. MORAN, INEMS NO. 57 COORDINATOR, FTS 920-3011, COMMERCIAL 703-640-6131, EXT. 3590, OR THROUGH M204 EVENTS SYSTEM, KEYWORD OTI.</p> <p>ROBERT A. BRYDEN SAC, OT</p>			
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## Subchapter 326 Procedures in Preparing and Conducting Schools Overseas

Due to unique logistical problems, overseas schools require extensive preparation. The mobile team chief will assign a team member as the School Coordinator. The School Coordinator is responsible for performing, or assigning for performance, the following:

- A. School Advance. Visit the city in which the school will be held to determine the conduct and format of the school. This should be completed at least two months prior to the school opening. See Advance Report Sample (Exhibit 1); Guide for Advance Sample (Appendix 3260A).
- B. Obtain Interpreters. Arrange for either in-country or U.S. State Department simultaneous interpreters. Complete two months prior to school opening.
- C. Request Translations. Any student handout material that must be translated should be arranged for at least two months prior to the school opening.
- D. Request Printing of Handout Material. Two months prior to school opening.
- E. Request Visas for Team. Two months prior to school opening.
- F. Make Team Travel Arrangements. One and a half months prior to school opening.
- G. Prepare Team Travel Orders. One and a half months prior to school opening.
- H. Teletype Proposed School Schedule. One and a half months prior to school opening.
- I. Request and Obtain Supplies. One and a half months prior to school opening.
- J. Request and Obtain Equipment. One and a half months prior to school opening (DEA-12).
- K. Pack and Ship Material and Equipment. One and a half months prior to school opening.
- L. Teletype Projected Equipment Arrival.
- M. Teletype Team Arrival Date/Time.

During the actual school, the coordinator is responsible for, but not limited to:

- 1. Instructor
- 2. Classroom Preparation
- 3. Handout Materials and Audio-visual Equipment
- 4. Translation Equipment

At the termination of the school, the coordinator is responsible for arranging for the return to Quantico, VA, of any accountable equipment or materials.



At the termination of the school, the school coordinator is responsible for preparing the final school report. The Mobile Team Chief is responsible for reviewing the final school report and preparing a school evaluation report.

# memorandum

DATE: September 27, 1985

REPLY TO: S/A  
ATTN OF: Mobile Unit C

SUBJECT: Advance Preparations - DE School; Quito, Ecuador;  
January 6 - 17, 1986

TO: Chief, Mobile Unit C

In anticipation of conducting the advance for the DE school scheduled for January 6 - 17, 1986 at Quito, Ecuador, I consulted the following reports:

- a) Final School Report, Quito, Ecuador, for DE school, April 15 - 26, 1985 by S/A \_\_\_\_\_.
- b) Quito DE School file 6/15 - 6/26/81
- c) AIDEOA questionnaires
- d) Evaluation Report - DE School, Quito, Ecuador 4/15 - 4/26/85 prepared by \_\_\_\_\_ Chief, P&E Staff.

On 09/23/85, S/A \_\_\_\_\_ met with C/A \_\_\_\_\_ of the Quito Country Office, U.S. Embassy DCM, and the Commanding General of the Ecuadorean National Police (ENP). On 09/24/85, S/A \_\_\_\_\_ met with Lt. Col. \_\_\_\_\_, Maj. \_\_\_\_\_ and Capt. \_\_\_\_\_ of the ENP (Interpol) Narcotics Divisions.

Based on the above meetings, and actual requests made by the ENP Commanding General and Pichincha Province Chief of Narcotics Investigations Lt. Col. \_\_\_\_\_ it became obvious to S/A \_\_\_\_\_ that instead of an Advanced Drug Enforcement school as planned, Ecuador needs another Basic Drug Enforcement School. S/A \_\_\_\_\_ was advised by ENP representatives that due to an increase in the number of police assigned to narcotics investigations, a large number are in need of basic enforcement training. This was confirmed by the DEA C/A the EMB Narcotics Coordinator.

The basic course requested by the ENP is heavily weighted with practical exercises focusing on foot and vehicular surveillance. The following curriculum was developed:

Exhibit 1  
Page 2

Quito Advance Report  
September 27, 1985

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MONDAY, January 6

0900 - 1000	Opening Ceremony
1000 - 1100	Mission of DEA in Ecuador
1100 - 1200	Trafficking Trends
1200 - 1400	Drug I.D.
	-- Cannabis
	-- Stimulants
	-- Depressants

TUESDAY, January 7

0800 - 1100	Cocaine
1100 - 1400	Field Testing

WEDNESDAY, January 8

0800 - 1200	Case Initiation
1200 - 1400	Development & Handling of Informants

THURSDAY, January 9

0800 - 1100	Interviewing and Interrogation
1100 - 1400	Surveillance Techniques

FRIDAY, January 10

0800 - 1000	Introduction to Intelligence
1000 - 1400	Ecuadorean Drug Law

MONDAY, January 13

0800 - 1200	Raid Planning & Search
1200 - 1400	Preparation for Practical Exercise

TUESDAY, January 14

0800 - 1400	Practical Exercise
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WEDNESDAY, January 15

0800 - 1400	Practical Exercise
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THURSDAY, January 16

0800 - 1100	Practical Exercise
1100 - 1400	Critique to Practical Exercise

FRIDAY, January 17

0900 - 1100	Course Critique
1100 - 1200	Overview of the Responsibilities of an ENP Narcotics Agent
1200	Closing Ceremony

The host country school coordinator will be ENP Capt. \_\_\_\_\_ who also coordinated the highly successful DE course given in Quito, April 15 - 26, 1985.

The DEA in-country coordinator will be S/A \_\_\_\_\_. The classroom facilities at the National Police Officer Cadet Academy will be used. The class will have 40 students -- 38 from the ENP and two from the Ecuadorean Customs Service.

A contract for in-country interpreters has been signed with the Turisa Williams Company. This is the same company utilized in April of 1985 and was extremely competent. The use of this company represents a saving of over \$4,000 in school expenses.

The National Police will provide vehicles and motorcycles for the practical exercises. The use of blue boxes is unnecessary because all required training materials can be mailed directly to Quito through the APO.

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ATTACHMENTS (2)

Advance Preparations Form  
Copy of Interpreter Contract



**Subchapter 327 Security Procedures To Be Taken By  
DEA Instructors Conducting Training Overseas**

**3271 GENERAL**

Incidents of terrorism necessitate an increased level of security awareness in international travel and in conducting training programs in foreign countries. This security awareness is especially vital due to the high profile created by DEA training activities overseas.

**3272 INTERNATIONAL TRAINING SECTION POLICY ON  
INTERNATIONAL TRAVEL**

A. The Special Agent conducting the advance on a school will include an assessment of the country's security situation to include terrorist activity. He will, with the assistance of the Country Attache, arrange for the training team, upon their arrival in country, to receive a security briefing by the Embassy Security Officer or other competent authority.

B. While in travel status and while in a host country, DEA personnel should avoid drawing attention to themselves as U.S. Government employees. DEA employees should avoid becoming involved in any incidents which could endanger their safety and should avoid areas where such incidents could occur.

C. While in travel status, when and where deemed appropriate, DEA employees will:

1. Carry tourist passports. Prior to travel, arrangements should be made with the Embassy Security Officer through the DEA Country Attache or Embassy Narcotics Coordinator to allow the DEA employee access to the Embassy with the tourist passport.

2. Leave DEA badges, credentials or other U.S. Government identification at the Special Agent's or employee's office in a safe or other secure area upon commencing travel. Wallets and other personal belongings should be checked to assure that nothing is being carried to identify the traveler as a U.S. Government employee.

3. Forward instructional material of an enforcement nature to the Embassy by Diplomatic Pouch early enough so that it will be there when the Instructor arrives to begin his school. Any needed Government documents or forms not available at the Embassy shall also be forwarded.

4. Dress in an inconspicuous manner.

5. Where possible, avoid high risk airlines, airports and other such areas.

D. The decision to travel individually or as a unit should be made on a case-by-case basis, on prevailing circumstances and the needs of the school.

E. DEA employees traveling overseas should be familiar with the DEA Agents Manual, paragraph 6122.13f, regarding conduct in the event of a skyjacking.



## Subchapter 331 Evaluation

### 3311 TRAINING EVALUATION

3311.1 GENERAL. This subchapter details the evaluation process and related procedures involved in training programs. The training evaluation process generally involves four basic procedures: (1) classroom observation, (2) student feedback during training, (3) student feedback following training, and (4) supervisory feedback following training.

3311.2 CLASSROOM OBSERVATION. Personnel from the Training Planning and Evaluation Unit periodically monitor classroom instruction and practical exercises to ascertain the degree of effectiveness with which training objectives are being achieved.

#### 3311.3 STUDENT FEEDBACK DURING TRAINING

A. The Training Planning and Evaluation Unit elicits feedback from students during training in two formats: (1) written critiques, and (2) oral discussion. The blank written critiques, which are provided to the students at the beginning of their training, cover classes, practical exercises, exams and, if applicable, automated information systems training. On a periodic basis, Planning and Evaluation personnel encapsulate each class's critiques into a report which is furnished to the SAC.

B. Oral discussions are initiated with the classes during the training. The discussions are designed to complement and expand upon the written critiques. The discussions generally last two hours, following which the minutes of the discussion are reduced to a written report prepared by the Training Planning and Evaluation Unit. This report is also furnished to the SAC.

#### 3311.4 STUDENT AND SUPERVISORY FEEDBACK FOLLOWING TRAINING

A. Approximately six months following graduation of selected classes, the Training Planning and Evaluation Unit sends correspondence to each of the students of that class soliciting their comments regarding their training in light of their subsequent work experience. For the core discipline, a representative example of the form correspondence may be found at Exhibit 1. Those for the other core disciplines are similarly structured. For DEOA graduates, see Exhibit 2.

B. Concurrently with the solicited student feedback following training, the students' respective supervisors are requested to supply their written comments to the Training Planning and Evaluation Staff. Exhibit 3 shows the memorandum to the supervisor of a Special Agent graduate; those for the other core disciplines are similarly structured. For supervisors of DEOA graduates, the form correspondence is at Exhibit 4.

As a courtesy to the Field Divisions, the Training Division sends the core employee form correspondence through the field SAC's with cover memoranda (Exhibit 5).





UNITED STATES GOVERNMENT

## memorandum

DATE:

REPLY TO  
ATTN OF: Special Agent in Charge (OT)

SUBJECT: Evaluation of Basic Agent Training

TO: Special Agent

As part of the Training Division's continuing effort to maintain the quality of its programs and keep them relevant to the Special Agent's operational needs, your views regarding the training you received as a member of a Basic Agent Training Class would be appreciated. A form is attached to this memorandum which will allow you to address various aspects of the training experience. Please devote the necessary time and effort to complete the form in order to provide us with an accurate impression of how the training program helped to prepare you to assume your duties in the field.

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Attachment

POSTGRADUATE TRAINING EVALUATION FORM

1. Which Basic Agent's Training Class did you graduate?  
\_\_\_\_\_ (Indicate year and class number.)

2. Previous Experience

- 1. \_\_\_\_\_ Law Enforcement
- 2. \_\_\_\_\_ Other Investigatory
- 3. \_\_\_\_\_ Other General
- 4. \_\_\_\_\_ None

3. It is recognized that during the first year in the field Probationary Agents are often assigned to a wide variety of cases. However, usually most of the time is spent working in a particular area. Which of the following areas did you spend most of your time? (Indicate the ONE primary area.)

- 1. \_\_\_\_\_ Enforcement Group
- 2. \_\_\_\_\_ Response Group
- 3. \_\_\_\_\_ Intelligence Group
- 4. \_\_\_\_\_ State & Local Liaison
- 5. \_\_\_\_\_ Task Force
- 6. \_\_\_\_\_ Financial Investigation
- 7. \_\_\_\_\_ TDY
- 8. \_\_\_\_\_ Other (Explain.)

Set out below is a listing of various instructional areas included in the Basic Agent's Training Program at Quantico. We are interested in determining the extent to which the training you received is adequate and relevant to the work assignments you received during your first year in the field.

Using the 1-5 scales below, please answer the following three questions with regard to each course subject listed below question 3.

1. To what extent was a working knowledge of this area relevant to the assignments you received during the first year?

Not At All	Comparatively Little	To Some Extent	Fairly Much	Completely
1	2	3	4	5

2. To what extent did the training you received in this area prepare you to handle your assignments?

Not At All	Comparatively Little	To Some Extent	Fairly Much	Completely
1	2	3	4	5

3. Since reporting for duty have you had an opportunity to apply the information taught in this course to an actual job-related situation?

Never	Infrequently	Occasion- ally	Fairly Often	Continually
1	2	3	4	5

1	2	3
<u>Knowledge</u>	<u>Prepara-</u>	<u>Opportunity</u>
<u>Relevant</u>	<u>tion</u>	<u>for</u>
	<u>Adequate</u>	<u>Application</u>

Course Subject

1. DEA Organization, Mission & History
2. EPIC
3. Ethics & Conduct
4. FOI/Privacy Act
5. Stress
6. Drugs on the Street
7. Drug Identification & Pharmacology
8. Sources of Information
9. Informants
10. Interview & Interrogation
11. Surveillance
12. Undercover
13. Case Initiation & Development
14. Report Writing
15. Raid Planning
16. Legal Instruction
17. Practical Exercises
18. Evidence Handling
19. Analytical Investigative Methods

	1	2	3
	Knowledge	Prepara-	Opportunity
	<u>Relevant</u>	<u>tion</u>	<u>for</u>
<u>Course Subject</u>		<u>Adequate</u>	<u>Application</u>
20. <u>Asset Removal</u>			
21. <u>Conspiracy Investigations</u>			
22. <u>Organized Crime</u>			
23. <u>Fugitive Investigations</u>			
24. <u>Clandestine Laboratory</u>			
25. <u>Drug Smuggling/Controlled Delivery</u>			
26. <u>Physical Training</u>			
27. <u>Firearms Training</u>			
28. <u>Defensive Driving</u>			
29. <u>Fingerprinting</u>			
30. <u>Title III Operations</u>			
31. <u>Technical Aids</u>			
32. <u>Photography</u>			
33. <u>Automated Information Systems</u>			
34. <u>CPR</u>			
35. <u>Trauma Medicine</u>			
36. <u>Diversion Control Program</u>			

How can the Basic Agent Training Program be changed (redesigned, added to, revised, etc.) to better prepare Agent Trainees for their first year in the field?



U.S. Department of Justice

Drug Enforcement Administration

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Washington, D.C. 20537

As part of the DEA Training Division's continuing effort to improve the quality of its programs and make them more responsive to the needs of the narcotics officer, I am distributing the enclosed questionnaire to selected graduates of the Drug Enforcement Officers' Academy. The questionnaire requests your views regarding the training you received from DEA. Your response, as part of the Training Division's field feedback program, will be instrumental in improving future DEOA schools.

To expedite your response, I have taken the liberty of sending the questionnaire directly to your home. Please complete the questionnaire as soon as possible and return it to me in the enclosed self-addressed envelope.

Your cooperation is most appreciated.

Sincerely,

Special Agent in Charge

Enclosure

NAME \_\_\_\_\_ DEPARTMENT/AGENCY \_\_\_\_\_  
CLASS DATES \_\_\_\_\_ CLASS DESIGNATION \_\_\_\_\_

As part of the DEA Training Division's continuing effort to improve the quality of its training programs and make them more responsive to state and local law enforcement officers' needs, your views regarding the training you received at the DEA Training Division would be appreciated.

Since graduation have you been engaged in drug law enforcement duties? (Check one)

- ☐ Full time at the "on the street" operational level only
- ☐ Full time at a supervisory level only
- ☐ Full time at both supervisory and "on the street" operational levels
- ☐ As part of overall law enforcement duties but not exclusively drug law enforcement
- ☐ I have not been engaged in drug law enforcement duties

In terms of performance effectiveness, would you say that having completed the training program: (check one)

- ☐ Resulted in significant improvement of your effectiveness as a drug law enforcement officer/supervisor (i.e., more and/or better cases, etc.)
- ☐ Resulted in some improvement in your effectiveness as a drug law enforcement officer/supervisor
- ☐ Had no beneficial effect upon your effectiveness as a drug law enforcement officer/supervisor
- ☐ Made no difference since you have little or nothing to do with drug law enforcement

Since graduation have you used the knowledge gained at DEA's Training Division? (check one)

- ☐ For training other police officers only
- ☐ In community drug education/prevention programs only
- ☐ Both of the above

Describe aspects of the training received from DEA's Training Division which you feel were most beneficial. If possible, cite instances in which this training helped you.

Describe, if there were any, those aspects of the training received from DEA's Training Division which were of little or no benefit to you.

Please add any comments, suggestions, etc., you may wish to make to help us improve the quality of training offered in the referenced program and make it as responsive as possible to field operational requirements.





UNITED STATES GOVERNMENT  
memorandum

DATE:

REPLY TO  
ATTN OF: Special Agent in Charge (OT)

SUBJECT: Evaluation of Basic Agent Training

TO: Supervisor of

As the immediate supervisor of a recent graduate of the Basic Agent Training Program, you are in a good position to assist the Training Division in determining whether or not the training being provided to these Agents is adequate to prepare them to undertake expected responsibilities and relevant to the kind of tasks which Agents at this level are likely to encounter.

In order to make this determination, a form is attached to this memorandum which will allow you to provide the Training Division with an impression of your evaluation of the Basic Agent program across these two dimensions. It would be greatly appreciated if you would devote the time and effort necessary to accurately complete the form.

It is extremely important to remember that you are being asked to rate the training presented to the Basic Agent and not the Agent himself/herself.

Please reply within one week of the date on which you receive this memorandum. Replies should be sent to the DEA Training Division, Attn: OTP, FBI Academy, Quantico, VA 22135.

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Attachment

### BASIC AGENT TRAINING EVALUATION FORM

Set out below is a listing of various instructional dimensions included in the Basic Agents Training Program at Quantico. We are interested in determining the extent to which the training received was adequate and relevant to the work assignments received during the first year.

Using the 1-5 scales below, please answer the following two questions for each instructional area listed below questions 2.

1. The training received in this area of instruction prepared the Probationary Agent to perform required duties in the field.

Not At All	Comparatively Little	To Some Extent	Fairly Much	Completely
1	2	3	4	5

(Note: If the Probationary Agent has not had an opportunity to apply skills in this area, please indicate N/A.)

2. Given current job requirements for a Probationary Agent reporting to a field assignment, this block of instruction is:

Unnecessary	Slightly Necessary	To Some Extent Necessary	Fairly Necessary	Completely Necessary
1	2	3	4	5

1                      2  
Preparation        Necessity

Instructional Area

1. DEA Organization, Mission & History
2. EPIC
3. Ethics & Conduct
4. FOI/Privacy Act
5. Stress
6. Drugs on the Street
7. Drug Identification & Pharmacology
8. Sources of Information

	1	2
	<u>Preparation</u>	<u>Necessity</u>

Instructional Area

- |   |  |  |
|---|--|--|
| 9. <u>Informants</u>                          |  |  |
| 10. <u>Interview &amp; Interrogation</u>      |  |  |
| 11. <u>Surveillance</u>                       |  |  |
| 12. <u>Undercover</u>                         |  |  |
| 13. <u>Case Initiation &amp; Development</u>  |  |  |
| 14. <u>Report Writing</u>                     |  |  |
| 15. <u>Raid Planning</u>                      |  |  |
| 16. <u>Legal Instruction</u>                  |  |  |
| 17. <u>Practical Exercises</u>                |  |  |
| 18. <u>Evidence Handling</u>                  |  |  |
| 19. <u>Analytical Investigative Methods</u>   |  |  |
| 20. <u>Asset Removal</u>                      |  |  |
| 21. <u>Conspiracy Investigations</u>          |  |  |
| 22. <u>Organized Crime</u>                    |  |  |
| 23. <u>Fugitive Investigations</u>            |  |  |
| 24. <u>Clandestine Laboratory</u>             |  |  |
| 25. <u>Drug Smuggling/Controlled Delivery</u> |  |  |
| 26. <u>Physical Training</u>                  |  |  |
| 27. <u>Firearms Training</u>                  |  |  |
| 28. <u>Defensive Driving</u>                  |  |  |
| 29. <u>Fingerprinting</u>                     |  |  |
| 30. <u>Title III Operations</u>               |  |  |
| 31. <u>Technical Aids</u>                     |  |  |
| 32. <u>Photography</u>                        |  |  |
| 33. <u>Automated Information Systems</u>      |  |  |

<sup>1</sup> <u>Preparation</u>	<sup>2</sup> <u>Necessity</u>
------------------------------------	----------------------------------

Instructional Area

- |                                      |  |
|--------------------------------------|--|
| 34. <u>CPR</u>                       |  |
| 35. <u>Trauma Medicine</u>           |  |
| 36. <u>Diversion Control Program</u> |  |

How can the Basic Agent Training Program be changed (redesigned, supplemented, revised, etc.,) to better prepare agent trainees for their first year in the field?



## U.S. Department of Justice

## Drug Enforcement Administration

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Washington, D.C. 20537

As part of the Drug Enforcement Administration Training Division's continuing effort to improve the quality of its programs and make them more responsive to the needs of the narcotics officer, I am distributing the enclosed questionnaire to supervisors of graduates of the Drug Enforcement Officers Academy. The questionnaire requests your views regarding the training they received from DEA. Your response, as part of the Training Division's field feedback program, will be instrumental in the improvement of future DEOA schools.

Please complete the questionnaire as soon as possible and return it to me in the enclosed self-addressed envelope.

Your cooperation is most appreciated.

Sincerely,

Special Agent in Charge

Enclosure

NAME OF OFFICER \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_

1. How long have you been the officer's supervisor?
  - a. Less than six months
  - b. Six to twelve months
  - c. One to two years
  - d. Over two years
2. Did the officer attend the DEOA School while you were his/her supervisor?
  - a. Yes
  - b. No (Skip to Item 9)
3. Did you recommend the officer for the training?
  - a. Yes
  - b. No (Skip to 9)
4. Why did you recommend him/her?
5. Is the officer still involved in drug law enforcement?
  - a. Yes
  - b. No (Skip to 13)
6. What areas of drug law enforcement did you desire or expect the officer to improve upon by his/her attendance at the Drug Enforcement Officers Academy?
7. Were these desires or expectations met by the officer's attendance at the training?
  - a. Yes
  - b. No (explain)
8. As a result of the officer's attendance in the Drug Enforcement Officers Academy, in what specific areas of drug law enforcement have you noted the most improvement?
  - a. Undercover assignment
  - b. Surveillance techniques
  - c. Drug identification
  - d. Search and seizure requirements
  - e. Use of technical equipment
  - f. Other (specify)

9. What is your perception of benefits received by your department from the officer's attendance at the Drug Enforcement Officers Academy?

10. Has there been an increase in the use of technical law enforcement equipment by the officer as a result of his/her attendance?

- a. Yes
- b. No

11. Regarding the development of drug investigations, has the officer's attendance at the DEOA increased or improved inter-jurisdictional cooperation between Federal, State and local departments?

- a. Yes
- b. No

12. Has the officer been utilized as a teaching or public speaking resource as a result of his/her attendance at the DEOA?

- a. Yes
- b. No

13. What changes or additions to the DEOA programs of instruction could be instituted to improve the performance of your subordinates?

14. Additional Comments -



## memorandum

DATE:

REPLY TO  
ATTN OF: Special Agent in Charge (OT)

SUBJECT: Evaluation of Basic Agent Training Program

TO

The Office of Training is committed to a continuous process of evaluation of its training programs in order to insure the highest quality of training. A valuable input to this process is feedback from Special Agents who can view their training from the standpoint of its application to operational exigencies. Another equally valuable source of information is the new Agent's immediate supervisor, who is in the best position to evaluate the degree to which the Basic Agent Training Program prepared the Agent for an operational assignment.

Attached to this memorandum you will find questionnaires addressed to Special Agents who are assigned to your division and to the Agents immediate supervisors. We would appreciate your assistance in effecting the timely completion and return of these forms to DEA, Office of Training, FBI Academy, Quantico, VA 22135, Attn: OTP.

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Attachments

## CHAPTER 33 TRAINING PLANNING AND EVALUATION

### Subchapter 330 Planning

#### 3301 BUDGETARY AND FINANCIAL PLANNING

Annually, as directed by the Administrative Officer (usually during the first quarter of a fiscal year), the Training Planning and Evaluation Unit coordinates the submission of the Operational Objectives for the Training Division for the following three fiscal years. To accomplish this, the Training Planning and Evaluation Unit will review the Headquarters requests and--with the concurrence of the SAC--will apportion them to the appropriate sections/units. The Training Planning and Evaluation Unit will then establish a Training Division reporting deadline and consolidate the responses for submission to AC to meet the Headquarters deadline.

Prior to the beginning of each fiscal year and in conjunction with the Training Division's Administrative Officer, the Training Planning and Evaluation Unit will prepare and submit the fiscal year financial plan to the SAC. The plan will be based upon input from the respective section/unit chiefs of the Training Division.

#### 3302 SCHEDULING

Annually, prior to the beginning of each fiscal year, the Training Planning and Evaluation Unit will establish the schedule of classes to be conducted at the Academy. This will be based on priorities approved by the SAC of the Training Division.



## BASIC AGENT TRAINING PROGRAM

UNIT (Block)		POI HOURS	WEEK IN POI
A4	DEA Evidence Handling	4	4
A5	Non-Drug Evidence Collection and Handling	6	7
A8	Clandestine Laboratory Investigations	3	11
A9	Informants	5	3
A10	Surveillance	4	6
A11	Undercover	4	4
A15	Drugs on the Street	5	2
A16	Initiation and Development of a Drug Case and Domestic Guildelines	3	2
A22	Report Writing	28	1 - 6
A23PE	Automated Information Systems Practical Exercise	10/GP	5,6
A23PE	Final Automated Information Systems Practical Exercise	1/GP	
A24	Technical Investigative Aids	8	1,2
A25	Radio Communication Procedures	2	5
A26	Photography	6	5,6
A27(L)	Fingerprinting (Lecture)	2	7,8
A27PE	Fingerprinting Practical Exercise	4	7,8
A28	Interview and Interrogation	4	2
A28PE	Interviewing Practical Excerise	4	2
A50-1	Organized Crime I (T.O.C.)	3	10
A50-2	Organized Crime II (Colombians)	2	11
A52	Sources of Information	2	3
A53	Raid Planning and Execution	4	7

BASIC AGENT TRAINING PROGRAM

UNIT (Block)		POI HOURS	WEEK IN POI
B5	DEA Diversion Control Program	1	10
B12	Illegal Sales Investigations	2	10
B18	Fugitive Investigations	1	9
B19	Conspiracy Investigations	9	9
B17/ 23	Drug Smuggling Investigations/ Controlled Deliveries	4	10
B91	Motorcycle Gangs	4	10
B97	Analytical Investigative Methods	4	9
B99	Introduction to DEA Asset Removal Programs	1	11
B100	Air Operations	2	11
B115	Reverse Undercover	4	4
B991	Intro. to Financial Instruments	2	11
B992	Business Structure and Records	2	11
B993	Intro. to Real Estate Tracing	2	11
B994	Banking Records	2	11
B995	Financial Analysis	4	11
B997	Asset Removal Case Study	1	11

BASIC AGENT TRAINING PROGRAM

UNIT (Block)		POI HOURS	WEEK IN POI
C1-2	Pharmacology and Drug ID: Stimulants	2	1
C1-3	Pharmacology and Drug ID: Depressants	2	1
C1-4	Pharmacology and Drug ID: Hallucinogens	2	1
C1-5a	Pharmacology and Drug ID: Cocaine	3	1
C1-5b	Pharmacology and Drug ID: Opiates	3	1
C1-6	Pharmacology and Drug ID: Cannabis	3	1
C2	Drug Field Testing	3	1

BASIC AGENT TRAINING PROGRAM

	UNIT (Block)	POI HOURS	WEEK IN POI
D14	Search and Seizure	32	2 - 6
D18	Law of Evidence	8	4
D23	Title III	4	10
D30	Introduction to Law	4	1
D31	Controlled Substances Act I	6	2
D32	Controlled Substances Act II	6	3
D33	Controlled Substances Act III	8	7
D46	Title 18 and Title 31 and Right to Financial Privacy	4	10
D54	Trial Practices (Lecture)	3	10
D54PE	Mock Trial	16	13
D55	Defense Attorney Tactics	3	13
D71	Employee Law Suits	2	9
D91	Federal Rules of Criminal Procedure	6	3
XL	Legal Exams I - IV	1 each	3,5,8,10
XL-SS	Search and Seizure Exam	2	7

BASIC AGENT TRAINING PROGRAM

	UNIT (Block)	POI HOURS	WEEK IN POI
F18	FBI Briefing	2	11
F21	DEA Organization and Mission	1	1
F23	PCS Briefing	2	11
F70	Ethics and Conduct	2	6
F20	Briefing on Organized Crime Drug Task Forces	1	11
F51	Freedom of Information Act	1	11
F52	Privacy Act	1	11
FT	Firearms Training (24 Sessions/3 Hours Each)	72	1 - 12
FT-SW	Shoulder Weapons Familiarization	8	10
FT-F	Final Firearms Session	3	13
PT	Physical Training (29 Sessions/2 Hours Each)	58	1 - 12
G80	Defensive Driving	8/Gp	2 - 4
G81	Vehicle Stops (L) Lecture	2	5
G81PE	Vehicle Stops Practical Exercise	8	5
G61	Briefing on DEA Physical Fitness Program	2	11 or 12
G62	Lecture on Nutrition	2	3



P1	Introduction to Practical Exercise Program	2	4
P12	Field Training Exercise	4 FTX	6,9,11,12
P13	Critique and/or Report Writing Re: Field Training Exercise	One after each FTX	6,9,11,12
P15	Night Problem Critique	One after each Night Problem as designated	5 - 11
P16	Combined Report Writing and Critique Re: Night Problem	One after each Night Problem as designated	5 - 11
P530	Walk Through Raid Exercise	4/Gp	7-8
P531	Raid Practical Exercise I	2PE/GP	8, 9
P532	Raid Practical Exercise II	2PE/GP	8, 9
P538	Lab Synthesis Practical Exercise	4/GP	9
T1	Technical Exercise I	5/GP	3, 4
T2	Technical Exercise II	5/GP	5, 6

BASIC AGENT TRAINING PROGRAM

UNIT (Block)	POI HOURS	WEEK IN POI
X6 Benchmark Exam	2 each	1 & 12
X41 - 42 Opening Orientation	8	1
X60 General Exams and Exam Reviews	1 each	3, 5, 8, 11
X66 Program Evaluation/Discussion	1 each	7, 13
X80 Graduation Briefing	2	13

FT Introduction to Firearms Training	2	1
PT Introduction to Physical Training	3	1
FL408 Stress	4	10
EM CPR	10	7,8
TM Trauma Medicine	6	11



## BASIC AGENT TRAINING PROGRAM

### Curriculum Outline

A4 EVIDENCE HANDLING. A lecture and discussion on the basic rules of evidence handling, the importance of evidential integrity, and the procedures followed in the proper handling of evidence upon purchase or seizure. Included in this block are the reports and forms required upon the seizure of evidence.

A5 NON-DRUG EVIDENCE COLLECTION AND HANDLING. A lecture that provides an introduction to the forensic laboratory capabilities for the evaluation of physical evidence other than drugs. The collection, preservation and transmittal of the physical evidence are addressed in conjunction with the procedures, capabilities and limitations of a forensic evaluation.

A8 CLANDESTINE LABORATORY INVESTIGATIONS. A lecture and discussion on the initiation and development of clandestine laboratory investigations. It is designed to provide the Trainee with a working knowledge of how to develop a clandestine laboratory investigation, with emphasis on gathering sufficient probable cause to obtain a search warrant for a laboratory site. The course includes discussions on the precursor liaison program, "storefront" operations, coordination with DEA regional laboratories, and safety.

A9 INFORMANTS. Lecture and demonstration on the use of informants in the development of drug investigations. The course material includes the methods of handling informants, their importance in drug investigations and the methods of developing, debriefing, and controlling these cooperating individuals. Also discussed are the pitfalls normally encountered during their utilization. The course material will include the DEA classification system relative to cooperating individuals. A significant amount of the course will include the presentation of case histories, and role playing by staff and students in skits designed to improve their expertise. Further instruction on this subject is integrated into numerous practical exercises.

A10 SURVEILLANCE. A lecture, demonstration, and film to provide the students with an understanding of surveillance as an investigative tool in drug investigation case. The objectives, preparation, and techniques involved in foot, vehicular, and fixed point surveillance are addressed. This course is the foundation for practical field exercises that simulate some of the longer surveillance situations connected with conspiracy and large-scale investigations.

A11 UNDERCOVER. Lecture, discussion, and case history presentation to provide the agent with a working knowledge of DEA policy and procedures pertaining to undercover operations. The technical aids employed in undercover operations are discussed in depth. Also included in the material is information on the importance of preplanning, how to avoid the common pitfalls encountered in dealing with female defendants, entrapment, and other problem areas. The students are given an opportunity to expand their knowledge and expertise by participating in undercover roles during the practical field exercises.

A13 DEA/FBI CONCURRENT JURISDICTION. This hour of instruction familiarizes the students with provisions of the Attorney General's directive giving the FBI concurrent jurisdiction to enforce the Controlled Substances Act. Explanations of policies regarding joint investigations, unilateral investigations, the role of "lead" agency and the responsibilities of the support agency are given.

A15 DRUGS ON THE STREET. A conference and demonstration intended to familiarize participants with the operational aspects of controlled substances. Coverage is by major drug type and geographical area. It includes, among other topics, drug processing from origins to ultimate street level distribution; physical identification, cutting and packaging at various levels of handling and distribution; pricing and terminology; differing methods of operation and peculiarities of trafficker M.O.; street testing. Demonstrations and extensive use of audio-visual aids are included.

A16 INITIATION AND DEVELOPMENT OF A DRUG CASE. A lecture and discussion outlining the basic steps, theories, and techniques used in the initiation and development of drug cases. An introduction of the different types of cases and a discussion of sources of information utilized in developing a drug case.

A22 REPORT WRITING. A detailed presentation that utilizes lecture, discussion, demonstration and practical exercises to enable the student to produce investigative and administrative reports which he/she will be required to prepare as a field agent. Included in the course material are: an explanation of the Agents Manual and its use; the fundamentals of note taking and investigative reporting; the DEA filing system; preparing such reports as surveillance, general intelligence, purchase and seizure reports; the multiple uses of the DEA-202; and administrative reports such as the DEA-12 and the DEA-103.

A23 AUTOMATED INFORMATION SYSTEM TRAINING. This block of instruction, conducted in a lecture, demonstration, and practical exercise format, is designed to instruct the Basic Agent Trainee in the capabilities and uses of NADDIS and an overview of the M204 system, NCIC, and NLETS on the DATS system.

A24 TECHNICAL INVESTIGATIVE AIDS. Lecture, discussions, and classroom demonstration geared to provide the students with a working knowledge of the availability, effective utilization, capabilities and limitations of a wide range of technical surveillance equipment. The students are briefed on policies governing the use of all eavesdropping and wiretapping equipment. All students obtain hands-on experience during subsequent practical exercises.

A25 RADIO COMMUNICATION PROCEDURES. Lecture, demonstration and practical exercises are utilized during this block to enable the Basic Agent Trainee to operate effectively on DEA radio system.

A26 PHOTOGRAPHY. Classroom lecture, discussion, and demonstration of the principles and techniques of investigative photography and camera operation. Field problems are also assigned requiring the student to take a series of photographs under varying conditions of lighting, locale, and motion.

A27 FINGERPRINTING (FBI FORENSIC SCIENCE DIVISION). A lecture and demonstration on the preparation of fingerprint cards and discussions of the importance and potential of latent prints in drug investigations. Trainees print each other to learn techniques and develop their skills.

A28 INTERVIEW AND INTERROGATION. A lecture and discussion of the factors to be considered in interviewing witnesses, informants, and defendants. The course material identifies and discusses the factors underlining admissibility of admissions and confessions in court. Methods for recording the results of interview and interrogation are addressed also.

A23PE INTERVIEWING PRACTICAL EXERCISE. The practical exercise consists of a series of related interviews in which students must elicit from role players information essential to the successful completion of an investigation. The students conducting each interview are filmed and viewed by an instructor and their peers and critiqued by an instructor. After critique, students view the videotape of the interview in which they participated.

A50 ORGANIZED CRIME. A lecture and discussion block that traces the history of organized crime. Particular emphasis is directed to traditional organized crime families, Colombian violators, and outlaw motorcycle gangs.

A52 SOURCES OF INFORMATION. A lecture that identifies basic public and criminal justice sources of information vital for successful drug investigations. Various specific sources, procedures, methods of utilizing sources of information are addressed.

A53 RAID PLANNING AND EXECUTION. A lecture and discussion of the principles and techniques to be applied in raid situations and crime scene searches. The course material includes discussions of actual incidents and case histories designed to emphasize the importance of prior planning, effective and safe raid execution, and raid scene control.

B5 DEA DIVERSION CONTROL PROGRAMS. An overview of the DEA Diversion Control Program outlining the organization of the program, handling of registrants, order forms and accountability of substances under the CSA.

B12 ILLEGAL SALES INVESTIGATIONS. A lecture and discussion that introduces the student to registrant investigations. The mechanics of a professional practices case are explained, illustrating several ways of investigating a registrant - including 1) Physician only, 2) Pharmacist only, 3) Physician and Pharmacist in collusion, 4) fraudulent organizations that masquerade as legitimate medical centers.

B18 FUGITIVE INVESTIGATIONS. A lecture and discussion introducing the procedures to be followed when a defendant has to be declared a fugitive. Topics include the various sources of information available for locating fugitives and the procedures to be followed when a fugitive is arrested. This instruction is applicable to both domestic and foreign investigations where fugitives are involved.

B19 CONSPIRACY INVESTIGATIONS. A lecture, discussion and case history presentation from the working agent's point of view. It is designed to provide the Trainee with a working knowledge of how to develop an in-depth investigation which will result in sufficient evidence to support a conspiracy indictment and conviction. Highlighted in the course are case histories which demonstrate how, through the structure of activity and the factual circumstances of the conspiracies, their existence is proven. Emphasis is placed on gathering and using circumstantial evidence and on the importance of accomplice witnesses and attendant corroborative evidence.

B17/23 DRUG SMUGGLING AND CONTROLLED DELIVERIES. A survey of drug smuggling as related to governing statutes, methods, sources, and logistics. Identifiable characteristics of the smuggler and his conveyances are detailed via lecture, slide presentation, videotape and film. The methods and problems associated with the controlled deliveries of drugs following seizure are addressed.

B97 ANALYTICAL INVESTIGATIVE METHODS. A lecture, discussion and classroom demonstration geared to provide the student with a knowledge of the intelligence cycle, link and matrix diagrams as an aid in complex criminal investigations. The students perform a lengthy practical exercise to familiarize themselves with the procedure.

B115 REVERSE UNDERCOVER. A lecture and discussion to provide the trainee with a working knowledge of reverse undercover operations. Topics addressed include the focus, objectives and legal issues involved in reverse undercover operations. The potential for gaining significant intelligence about major drug violations is discussed. The steps and requirements for implementing a reverse undercover operation, certain pitfalls, entrapment, due process defense and other problem areas are covered.

B991 ASSET REMOVAL TRAINING. Instruction is designed to familiarize the student with the nature and purpose of financial investigations and to provide an overview of the basic concepts and sources of financial evidence necessary to successfully manage a financial investigation. A general overview is given the student in the areas of securities (stocks and bonds), forms of business organizations, domestic banking, real estate tracing, document search warrants and net worth analysis. An intensive and in-depth treatment is given the above subjects in the Advanced Agent Asset Removal Training School.

DEA HISTORY. A lecture and slide presentation to acquaint the trainee with the history of drug law enforcement. The presentation traces early law enforcement efforts and how they evolved into the Drug Enforcement Administration. The lecture examines the Drug Enforcement Administration from its creation to the present day.

C1 DRUG IDENTIFICATION I THRU VI. A course designed to equip the students with the knowledge needed to identify narcotic and dangerous drugs. The course material includes information on the types, composition, physical characteristics, and psychological and physiological effects of controlled substances.

C1-2	Stimulants	- 2 hours
C1-3	Depressants	- 2 hours
C1-4	Hallucinogens	- 2 hours
C1-5a	Cocaine	- 3 hours
C1-5b	Opiates	- 3 hours
C1-6	Cannabis	- 3 hours

C2 DRUG FIELD TESTING. Lecture, demonstration, and classroom practical exercise to enable students to master the techniques required to perform presumptive tests of suspected controlled substances.

C20 DRUG TRAFFICKING PATTERNS. This unit of instruction is an introduction to the movement of contraband drugs throughout the world. Special emphasis is placed on political, economic, scientific and historical events that have led to the current illegal drug patterns and trends.

F21 DEA ORGANIZATION AND MISSION. An overview of the DEA organization and structure detailing foreign and domestic mission priorities.

F23 PCS BRIEFING. A review of travel forms that the employee must complete for the Transportation Unit to issue permanent change of station travel orders and the government bill of lading. The lecture addresses questions from the Basic Agent Trainee regarding their entitlements on the permanent change of station moves. Major aspects associated with the guide for incurring expenses are outlined.

F70 ETHICS AND CONDUCT. The purpose of this class is to familiarize the students with Section 2735 of the DEA Personnel Manual entitled "Employee Responsibilities and Conduct." The students are also given examples of misconduct and are requested to determine which elements of Appendix 2735A, Standard Schedule of Disciplinary Offenses and Penalties, would cover the misconduct.

FL508/G50 FIREARMS SPECIALTIES. A training program designed to prepare each agent trainee to handle his weapon safely and to enable the trainee to fire accurately. Emphasis is placed on the fundamentals of defensive firing, the ability to recognize and react to potential combat situations, and a thorough indoctrination on the use, misuse and care of firearms in accordance with DEA policy.



G60 PHYSICAL TRAINING. This phase of training is designed to develop an understanding of the uses and application of Defensive Tactics and to achieve a level of proficiency in the student necessary for him/her to safely and efficiently perform as a Special Agent in the field. Included in this is instruction in personal weapons, impact weapons, carotid control technique, handcuffing, searching, weapon retention, disarming, the mechanics of arrest and tactical considerations. Lecture, demonstration and practical application are utilized in training Basic Agents in these techniques. Students are tested for proficiency in a practical test of their DT skills during their 12th week of training. In addition to the Defensive Tactics program, this block of training also includes instruction in the area of Physical Fitness. A Fitness Assessment Test, with established minimal standards, is administered to students during the first, sixth and twelfth weeks of training. Fitness and its relationship to proper diet, nutrition, regular exercise and safe, correct training is covered throughout the course.

G80 DEFENSIVE DRIVING. The objective of the Driver Specialties Branch is to train Federal Law Enforcement Officers in the safe and efficient operation of motor vehicles. Under supervision and guidance, the students begin driver training to recognize their personal limitations, as well as limitations of the vehicle. The specific DSB training curriculum includes Skid Control, Defensive Driving and High Response driving. The DEA driver training is a short program consisting of 8 hours of instruction.

G81/FL507 VEHICLE STOPS. A demonstration, and exercises intended to expose the Basic Agent Trainee to a safe and systematic method of stopping a vehicle for the purpose of arresting the subject or subjects within the vehicle. The course addresses how to plan the vehicle stop with awareness of the environmental surroundings and public safety. Other areas addressed include how to properly approach a moving vehicle, identify oneself and stop the suspect vehicle and to properly remove suspects from vehicles safely and expeditiously. Proper methods of transporting, searching, and maintaining control over a suspect or suspects are covered.

HEALTH PROMOTION, CARDIO-PULMONARY RESUSCITATION AND FIRST RESPONDER EMERGENCY CARE. The focus of this instruction is to expose the student to the maintenance of optimal health through preventive care by proper nutrition, exercise and avoidance of cardiovascular risk factors. In addition, the American Health Association Basic Rescuer/Heartsaver course is given according to 1986 standards. Basic emergency first responder instruction includes information on shock, bleeding, orthopedic and eye emergencies and care of the injured until professional emergency care arrives.

INTRODUCTION TO PRACTICAL EXERCISE PROGRAM. A complete briefing by the Unit Chief in regard to the Practical Exercise Training Program. The discussion includes information on the design and objectives of the program. It also includes data on administrative functions, care and use of equipment, expected student conduct, and evaluation and critique procedures.

FIELD TRAINING EXERCISES - 3 FTX's (Entire class together). These extended field training exercises, two days in length, are designed to confront the trainee with the problem of initiating and developing a complex drug investigation. All enforcement principles and techniques learned in the classroom and from previous exercises are implemented. The course work requires applying not only investigative techniques but also administrative requirements such as preparing affidavits for search and arrest warrants, executing those warrants, and preparing detailed written investigation reports. Each exercise is preceded by a briefing and planning phase and is followed by an in-depth seminar/discussion of all phases of the exercise to include critical evaluation of the problem and sometimes videotape review.

PRACTICAL EXERCISES - 6 PRACTICAL EXERCISES (3 Day - 3 Nights; 1/2 class at a time). Each student participates in a minimum of six nighttime problems, each lasting six to eight hours, including a detailed critique. The participant is involved in a group situation with programmed assignments. The exercises are designed to give the students an opportunity to apply those principles and techniques learned in the classroom, i.e., enforcement techniques, surveillance, undercover operations, raids, etc. Problems are sometimes videotaped and are reviewed as a part of a one- to two-hour critique.

WALK THROUGH RAID EXERCISE. Students are shown a systematic method of entering, clearing, and securing the interior of a building. Following a demonstration by instructors, each student is required to execute the techniques while being coached by instructors.

RAID II PRACTICAL EXERCISE. A series of pre-planned practical exercises which engage students in problems involving arrests and raids. They are designed to allow the trainee to apply the tools and techniques of proper raid execution under actual conditions. The exercises are preceded by planning sessions and demonstrations, and are followed by critiques which sometimes include a videotape review.

TECHNIQUES EXERCISES (1/2 class at a time). Lecture and demonstration on the installation of a body transmitter and body recorder and the operation of the receiving unit. Also, lecture and demonstration on the operation of the video camera and recorder, night scope, and electronic tracking system.



REQUIREMENTS FOR SUCCESSFUL COMPLETION OF  
THE DEA SPECIAL AGENT TRAINING PROGRAM

The criteria and procedures outlined within will be utilized in determining if a Basic Special Agent Trainee will satisfactorily complete the DEA Basic Special Agent Training Program

Revised 7/18/87



I. DEFINITIONS

A. BARB - see paragraph II, A.

B. Deficiency - performance or behavior which falls short of acceptable standards.

C. Dismissal - the discharging, by the DEA Office of Training (OT), of a Trainee from the Basic Agent Training Program. A dismissed Trainee is returned to the office of origin where a final determination will be made concerning his/her employment with DEA.

D. Excused Absence - an absence from scheduled training which has been authorized or approved by the class coordinator or a higher authority.

E. FBI Academy - a facility of the Federal Bureau of Investigation, which serves as a training facility for DEA Agent Training.

F. Failure - an examination score of less than 70%.

G. Passing Score - an academic examination score of 70% or higher.

H. Fitness Assessment Test (FAT) - a five event test designed to examine the strength, flexibility, endurance, agility and conditioning of the trainee.

I. Probation - a status and trial period, following the detection of some deficiency in meeting the standard required to be met for Successful Completion, during which the Trainee's progress is more closely monitored (see paragraph III).

J. Recycle - a recycle occurs when a student cannot, for any reason complete the Basic Agent Training course with his/her original class and must be placed in a subsequent class to continue his/her training. A recycle for poor performance on the FAT Test is limited to 90 days between classes.

II. BASIC AGENT REVIEW BOARD (BARB)

A. The BARB is a three-member panel comprised of one Office of Training (OT) Unit Chief and two Course Developer/Instructors or other OT supervisors whose collective function is to analyze referred Trainee deficiencies and recommend a course of action. The Trainee will be apprised of his/her deficiency and will be afforded the opportunity to respond. The BARB is non-adversarial in nature and the board members will hear any and all facts relevant to Trainee deficiencies, including input from the Trainee, an OT staff member or a Class Counselor. The BARB's recommendations, which may range from probation to dismissal, are made to the Special Agent in Charge, OT, who will render a decision as to the course of action to be taken. The board's recommendation will be by majority vote.

B. The Chief of Academic Operations, OT may request that the Chief of Domestic Training convene a BARB when one or more of the following conditions occur:

1. A Trainee fails to demonstrate to the satisfaction of experienced senior Special Agents that he/she possesses the proper aptitude, attitude, discipline or demeanor to be a Special Agent of the Drug Enforcement Administration (DEA).

2. A Trainee fails to demonstrate to the satisfaction of experienced senior Special Agents his/her ability to prepare clear, concise, complete, logical and factual reports in accordance with DEA's policies and procedures.

3. A Trainee fails to meet to requirements set forth in Section VIII of this document.

4. A Trainee fails to demonstrate to the satisfaction of experienced Senior Special Agents his/her ability to perform all tasks expected of any entry level Special Agent in the areas of practical applications (see paragraph X).

5. A BARB may be convened at any time the suitability of a Trainee to be a DEA Special Agent is in question.

III. PROBATION. The Chief of Academic Operations may place a trainee on probation for any demonstrated deficiency. There are two basic types of probation: academic probation and general probation. Trainees who are placed on either type of probation will be so notified orally and in writing.

A. Academic Probation - A Trainee failing any academic examination/course will be placed on academic probation. The trainee will remain in a probationary status until the recognized academic deficiency has been resolved to the satisfaction of the Chief, Academic Operations Unit. Additionally, the Trainee will be required to adhere to all restrictions imposed by the Chief of the Academic Operations Unit during his/her probation.

B. General Probation - A Trainee may be placed on general probation for exhibiting a demonstrated deficiency in any area of training other than academics. The Trainee will remain in a probationary status until the recognized deficiency has been resolved to the satisfaction of the Chief of the Academic Operations Unit. Additionally, the Trainee will be required to adhere to all restrictions imposed by the Chief of the Academic Operations Unit during his/her probation.

IV. ATTENDANCE AND PARTICIPATION. Every effort will be made to insure that Trainees attend all training sessions. It is recognized, however, that bona fide emergencies may arise dictating an occasional absence. A maximum of four excused absences will be permitted. If a Trainee is forced to miss more than four sessions, the Trainee's entire progress will be evaluated and the nature of the material missed will be considered by the OT staff.

A determination will then be made on whether to allow the Trainee to continue in the current class or to recycle him/her to a subsequent class. Should a student, due to illness or injury, be physically unable to participate in those aspects of the training program requiring physical capabilities (e.g., firearms, physical training, motor vehicle operation), he/she will be considered for recycling to a subsequent class. If, in order to make this determination, a medical opinion is needed by the OT staff, the OT will bear the expense and select the physician.

V. GENERAL PERFORMANCE. Trainees must demonstrate that they possess the proper aptitude, attitude, discipline and demeanor to be Special Agents of the Drug Enforcement Administration as determined by the OT staff. Additionally, Trainees must demonstrate to the satisfaction of the OT staff, serving as personnel evaluating their performance, that they possess the following characteristics: integrity, dependability, adaptability, motivation, enthusiasm, perseverance, mature judgment, initiative and the ability to follow instructions, regulations and orders. Failure to comply with the rules governing Trainee conduct will constitute failure to meet the requirements prescribed in this paragraph and, depending upon the circumstances, may result in the Trainee being placed on general probation and/or the convening of a BARB.

#### VI. ACADEMIC EXAMINATIONS

A. Four general subjects examinations, one Automated Information Systems practical examination, and two legal examinations will be administered during the training program.

B. In the case of one failure of the Automated Information Systems practical examinations, or one of the four Comprehensive examinations or one of two legal subjects examinations, the Chief of OTDA will convene a meeting with the BA class coordinator and the trainee's counselor to recommend remedial training and counseling during the resultant academic probation period.

C. Two failures on any of the four general subjects, the Automated Information System Examination, or the two legal subjects examinations will result in immediate dismissal.

D. Any breach of integrity during training will result in immediate dismissal.

VII. REPORT WRITING. Trainees must demonstrate to the satisfaction of experienced senior Special Agents evaluating their performance, the ability to prepare clear, complete, concise, logical and factual written reports in accordance with DEA policies and procedures.



VIII. FIREARMS TRAINING. The purpose of this document is to provide advance notice to Drug Enforcement Administration Special Agent applicants of the standards and requirements demanded of Special Agent trainees during the Basic Agent's Training Program at the FBI Academy, Quantico, Virginia.

#### FIREARMS-WEAPONS AND RELATED TRAINING

Special Agents of the Drug Enforcement Administration are authorized by law to carry firearms pursuant to Title 21 United States Code, Section 878. The Drug Enforcement Administration requires that each Agent be familiar with the safe operation and handling of all weapons in the Drug Enforcement Administration arsenal. Special Agents are expected to carry their weapons and be able to use them to protect themselves, fellow Agents, and/or citizens. An Agent must be able to draw and fire accurately under extreme pressure and time constraints.

The training period for Special Agent trainees is 13 weeks. Firearms training begins the first week and consists of approximately 118 hours of lectures, shooting, and practical problems. The trainee will fire approximately 5,000 rounds with the revolver, semi-auto pistol, rifle, shotgun, and submachine gun. Approximately eight (8) training hours deal with techniques and mechanics of vehicle stops.

The Special Agent trainee must demonstrate knowledge, safety and proficiency qualification in the use of the issue weapon and shotgun (sec. 6122.4 Agent's Manual). Each must fire a series of qualification, tactical courses and stress courses with the handgun and the shotgun. The Basic Agent Trainees will also fire rifles, submachine guns and semi-automatic pistols for familiarization.

Throughout training, each Special Agent must demonstrate the ability to utilize the revolver and shotgun accurately and safely. Safety procedures will be explained in detail to agent candidates during orientation meetings with the Firearms Instructors. No Trainee will be permitted on the firing line unless he/she has indicated that all safety procedures are fully understood.

The trainees must qualify on the Revolver Qualification Course (RQC) after familiarization with the issued weapon. The trainee must qualify with the revolver on the Double Action Course on two different occasions and on the Shotgun #10 course. Throughout firearms training, those trainees who are considered weak in technique or basic concepts will be afforded instruction while on the firing line.

### REVOLVER QUALIFICATION COURSE (RQC)

The primary handgun course is the Revolver Qualification Course. It consists of 60 rounds fired from distances up to 50-yards. The trainee fires 6 rounds in the prone position and 3 each from the strong hand side barricade and the weak hand side barricade standing from the 50-yard line, and 18 rounds, 6 of which are fired from the weak hand kneeling side barricade from the 25-yard line. At the 15- and 7-yard lines, 12 rounds are fired and the last 6 rounds are fired at the 5-yard line. Each of the phases has a time limit which is reduced as the distance between shooter and target decreases.

This course is fired 4 times for qualification utilizing wadcutter ammunition. On 3 of the 4 qualification runs the trainee must achieve a minimum score of 753. Failure to qualify will result in four hours remedial training followed by a second attempt to qualify during the next firearms session. Failure to qualify on the RQC will result in dismissal from Basic Agent Training School.

### DOUBLE ACTION COURSE (DAC)

Inasmuch as a Special Agent is trained primarily in defensive or reactive shooting techniques which enable him/her to defend against a deadly threat, a heavy emphasis is placed on his/her ability to draw from the holster and fire one or two shots accurately. The Double Action Course is designed as a qualification course to test reaction capability. A Basic Agent fires 10 rounds from the 5-yard line, 20 rounds from the 7-yard line, 10 rounds from the 15-yard line, and 10 rounds from the 25-yard line. The weapon is holstered after each round or sequence at the 5-, 7-, and 15-yard lines. A score of 80 percent on 2 of 3 courses is mandatory. Failure to qualify will result in one four-hour remedial training session and a second attempt to score on 2 of 3 courses during the next firearms session. Qualification on the Double Action Course when shot for record on 2 different occasions is mandatory for graduation. This mandatory qualification will take place by the 13th session of training and during the 10th week. Qualification by the 13th session will consist of wadcutter ammunition. The final qualification will be with service ammunition.

### SHOTGUN

The standard shotgun used in the DEA is the Remington Model 870 12 gauge, 5 shot, pump-action weapon. The trainee will fire number 9 shot, 00 buck and rifled slugs from various positions including standing, kneeling, strong shoulder, weak shoulder, and hip positions. Each trainee must qualify on the shotgun qualifications course (#10) firing rifled slugs from a distance of 50 yards and 00 buck from distances of 25 and 15 yards. A score of 70 of a possible 100 is required 2 out of 4 times. Failure to qualify will result in remedial training followed at the next training session with a second attempt to qualify by scoring 70 out of a possible 100, 2 out of 4 times.

Several other shotgun courses are used to develop skills and proficiency, but are not a part of the qualification requirement. Only qualification on shotgun course number 10 described above is mandatory for graduation.

#### COMBAT SHOOTING COURSE

The Basic Agent Trainee will shoot selected courses designed to test the student's ability to react properly to shoot or no-shoot situations. The student's failure to obtain an 80% average in the overall Combat Shooting Course will lead to a recommendation for a Basic Agent Review Board (BARB). Poor judgement shooting on FATS Judgement Course can also result in a BARB.

#### FIREARMS TRAINING

At all times on the range and in practical exercises, Trainees must demonstrate to DEA/FBI Firearms Instructors, and, when appropriate, other DEA staff, the ability to utilize firearms in a safe and competent manner, exhibiting an understanding of DEA policy and legal constraints, and the ability to perform in a professional manner under varying circumstances of physical and emotional stress. Failure to exhibit safe weapons handling and proper professional demeanor may result in the recommendation for a Basic Agent Review Board (BARB). Safety violations on the firing line will be duly noted by the line instructor through the documenting and continued or repeated filing of a student evaluation "chit", explaining the violation. Repeated safety violations may result in the recommendation of a Basic Agent Review Board.

A. GENERAL RULES:

1. Treat All Firearms As Though They Are Loaded.
2. Never Point A Firearm At Anyone Unless You Are Justified.

B. SPECIFIC RULES:

1. All firearms training must be properly and adequately supervised by someone in authority.
2. All safety precautions must be adhered to and enforced.
3. Strictest discipline must be maintained.
4. Carelessness cannot and must not be tolerated during firearms training.
5. Immediately upon picking up a firearm, open the cylinder or action and check to see that it is unloaded.
6. Check a second time.
7. Never give a firearm to, or take firearm from, anyone unless the cylinder or action is open.
8. Never anticipate a command.
9. Conduct a proper safety check of the weapon before and after a training session.
10. Load only after position is taken at the firing point and the command to load is given.
11. Unload and reload only as instructed.
12. Keep the firearm pointed down range at all times.
13. Never draw a revolver from the holster or reholster with the finger in the trigger guard.
14. No smoking or eating on the firing line while actually engaged in shooting.
15. No talking on the firing line or to shooters on the firing line, except by instructors.
16. Never permit the muzzle of a firearm to touch the ground.

## IX. PHYSICAL TRAINING

A. Trainees must demonstrate strength, flexibility, endurance, agility and conditioning as measured by a Fitness Assessment Test. During the first week of training all trainees will be required to demonstrate their fitness level by performing the events comprising the test. The score will be an indication to the training staff of entry level fitness and form the basis on which to measure student motivation. Trainees will be administered the test again during the 6th and 12th weeks and trainees must score an aggregate of 15 points with at least (1) point in each event to include: pull-ups, sit-ups, push-ups, shuttle run and two-mile run by the 12th week test.

B. Trainee must demonstrate proficiency in the application of techniques of arrest and search and will be administered a proficiency test in defensive tactics. A trainee must pass this test to graduate with the class.

C. Trainees exhibiting deficiencies in the first and sixth week FAT will have a volunteer program available to correct these deficiencies through additional work. The remedial programs will be supervised by a member of the Physical Training Unit staff.

D. Trainees who fail to show sufficient progress at any point during the training program or who are unable to achieve fifteen points on the 12th week test, earning at least one point in each event, or who fail any proficiency test will be reviewed for lack of performance on an individual basis. This review will examine entry fitness level, performance in physical training defensive tactics and, depending upon circumstances, may recommend action ranging from retesting to dismissal.'

## X. PRACTICAL APPLICATIONS

As part of the program, the Trainee will participate in a variety of practical exercises. During these exercises, Trainees must demonstrate to the satisfaction of experienced senior Special Agents the ability to satisfactorily perform all tasks expected of an entry level Special Agent. While they are expected to demonstrate an understanding of and the ability to apply all principles and techniques related to the tasks of a Federal drug criminal investigation, particular emphasis will be placed on surveillance, undercover operations, informant development and handling, arrest and search techniques, raid planning and execution, development of investigative leads, use of technical investigative aids, adherence to established operation policies and procedures, and the application of legal principles.

XI. DRIVING ABILITY

A. Trainees must continually demonstrate to the satisfaction of experienced Senior Special Agents an ability to safely and effectively operate an automobile during night problems and field training exercises. This will be a factor considered in determining adequacy of performance in the area of Practical Applications. Failure to do so will be considered as failure to satisfactorily complete the requirements concerning Practical Applications and will result in dismissal from training.

I, the undersigned, state that on \_\_\_\_\_ (date), the foregoing Requirements for Successful Completion of the DEA Special Agent Training Program were read and explained to me by \_\_\_\_\_. I further state that I have read and understand these requirements and a copy has been provided to me on \_\_\_\_\_.

\_\_\_\_\_



## BASIC DIVERSION INVESTIGATOR TRAINING PROGRAM 8 WEEKS

	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>Weeks In POI</u>
A4D	Evidence Handling	2	4
A16D	Initiation and Development of Regulatory and Practitioner Cases	2	4
A22D-1	General Report Writing	2	3
A22D-2	Investigative Note Taking	2	3
A22D-3	DEA Filing System	2	3
A22D-4	Statement/Affidavits	1	3
A22D-5	G-DEP, DEA-202's	2	3
A22D-6	Bi-Weekly Reports - DEA-351	1	3
A22D-7	Pre-Registrant and In-Depth Investigation Reports	6	4
A22D-8	Miscellaneous Reports	2	4
A22VP	Voucher Preparation	3	2
A23	Automated Information Systems	28	1-8
A24D	Briefing on Technical Aids	2	3
A28L	Interviewing Techniques Lecture	3	4
A28PE	Interviewing Practical Exercises	10	4 & 5
A52	Source of Information	2	3
A53D	Execution of Search Warrants	2	4
A100	Introduction to Agents Manual	<u>1</u>	1
	Subtotal	73	



	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>Weeks In POI</u>
B12	Illegal Sales Investigations	2	4
B19	Conspiracy Investigations	3	4
B97	Analytical Investigative Methods	3	2
B99	Introduction to DEA Asset Removal Program	1	6
B991	Introduction to Financial Instruments	2	6
B992	Business Structure and Records	2	6
B993	Real Estate Tracing	2	6
B994	Banking Records	2	6
B995	Financial Analysis	<u>2</u>	6
	Subtotal	19	
C1-1	Introduction to Pharmacology	1	1
C1-2	Pharmacology and Drug I.D. Stimulants/Cocaine	2	1
C1-3	Pharmacology and Drug I.D. Depressants/Opiates	2	1
C1-4	Pharmacology and Drug I.D. Psychotropics/Marijuana	2	1
C2	Drug Field Testing	<u>2</u>	4
	Subtotal	9	

	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>Weeks In POI</u>
D12	The Code of Federal Regulations	2	1
D13	Drug Scheduling	2	1
D14A	Administrative Inspection Procedure	4	6
D14	Search and Seizure	6	2 & 3
D18	Rules of Evidence	4	3 & 4
D25	Right to Financial Privacy Act	1	2
D31-I	Controlled Substances Act I	6	1 & 2
D31-II	Controlled Substances Act II	4	2
D31-III	Controlled Substances Act III	2	2
D50	Freedom of Information Act	1	3
D51	Privacy Act	1	3
D54-1	Trial/Hearing Practices	2	8
D54-2	Pre-Hearing Conference	4	8
D54-3	Mock Hearing and Critique	8	8
D80	Legal Aspects of Diversion Control and Orders to Show Cause	4	8
D91D	Federal Rules of Criminal Procedures	<u>4</u>	5
	Subtotal	55	

	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>Weeks In POI</u>
E1	Introduction To Diversion Control	2	1
E2	Introduction To The Diversion Investigators Manual	1	1
E11-1	Manufacturing Operations	8	7
E11-2	Manufacturing Practical Problems	10	7
E11-3	Manufacturing Graded Exercise	4	7
E11-4	Graded Exercise Review	2	7
E11-5	Manufacturing Field Trip	8	7
E12-1	Distribution Operations	4	6
E12-2	Distribution Practical Problems	4	6
E12-3	Distributor Graded Exercise	4	6
E12-4	Distributor Graded Exercise Review	2	6
E13	Pre-Registrant Investigations	2	2
E14	Registration	4	2
E15	Regulatory Actions	1	4
E16	Drug Surrender	1	2
E18	Auditing Techniques	2	4
E19-1	Retail Pharmacy Operations	8	5
E19-2	Retail Pharmacy Operations Practical Problems	4	5
E19-3	Retail Pharmacy Operations Graded Exercise	4	5
E19-4	Retail Pharmacy Operations Grade Exercise Review	2	5
E20	Narcotic Treatment Act	2	3
E23	Pharmaceutical Nomenclature, Marketing Techniques	1	1
E24	Weights and Measures	2	1
E25	ARCOS/DADS	3	2

	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>Weeks In POI</u>
E26	DAWN, LABEL and other Information Systems	1	2
E27	Ballistics	1	7
E29	Records, Reports, and Inventories	2	2
E38	Import and Export Regulations	1	2
E40	Quota Theory	1	1
E41	Registrant Protection Act	1	6
E50	Questioned Documents	2	2
E51	Personal Computer Familiarization	2	2
E61	Registrant Security Systems	16	5
E62	Registrant Security Regulations	<u>4</u>	5
	Subtotal	116	
F21	DEA Organization and Mission	1	1
F23-1	PCS Briefing I	1	8
F23-2	PCS Briefing	1	8
F70	Ethics and Conduct	<u>2</u>	8
	Subtotal	5	

	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>Weeks In POI</u>
X41	Opening Activities	3	1
X42	Student Introductions	4	1
X60-1	Exam I	2	3
X60-2	Exam II	2	5
X60-3	Exam III	2	7
X60-L	Legal Exam	2	5
X60R-1	Exam Review #1	1	3
X60R-2	Exam Review #2	1	5
X60R-3	Exam Review #3	1	7
X60R-L	Legal Exam Review	1	5
X66-1	Mid Course Evaluation	1	5
X66-2	End of Course Evaluation	1	8
X80	Pre-Graduation Briefing	1	8
PT	Physical Training	<u>24</u>	1-8
	Subtotal	46	
	Grand Total Hours	323	

## BASIC DIVERSION INVESTIGATOR TRAINING PROGRAM

### Curriculum Outline

A4D EVIDENCE HANDLING. A lecture and practical exercise on the basic rules of evidence handling, the importance of evidential integrity, and the procedures followed in the proper handling of evidence upon purchase or seizure.

A16D INITIATION AND DEVELOPMENT OF REGULATORY AND PRACTITIONER CASES. A lecture and discussion outlining the basic steps, theories, and techniques used in the initiation and development of cases. An introduction of the different types of cases and a discussion of sources of information utilized in developing a drug case.

A22D REPORT WRITING. A detailed presentation that utilizes lecture, discussion, demonstration and practical exercises to enable the student to produce investigative and administrative reports which he/she will be required to prepare as a field investigator. Included in the course material are the fundamentals of note taking and investigative reporting, the DEA filing system; the preparation of reports such as regulatory, general intelligence, and seizure reports; the multiple uses of the DEA-202; and administrative reports such as the DEA-12.

A22VP VOUCHER PREPARATION. A lecture and discussion on the preparation of travel vouchers and vouchers for miscellaneous expenses.

A23 AUTOMATED INFORMATION SYSTEMS. Classroom lecture and practical exercises on the M204 computer system. Students are familiarized with and practice using NADDIS, CSA, ARCOS, NLETS, and NCIC.

A24D BRIEFING ON TECHNICAL INVESTIGATIVE AIDS. Classroom lecture on the types of technical investigative equipment that may be used in investigations of practitioners. Topics include the DEA radio system, cameras, video equipment, and telephone intercept equipment.

A28L INTERVIEWING TECHNIQUES. A lecture and discussion of the factors to be considered in interviewing witnesses, informants, and defendants. The course material identifies and discusses the factors underlining admissibility of admissions and confessions in court. Methods for recording the results of interviews are addressed also.

A23PE INTERVIEWING PRACTICAL EXERCISE. The practical exercise consists of a series of related interviews in which students must elicit from role players information essential to the successful completion of an investigation. The students conducting each interview are filmed and viewed by an instructor and their peers, and critiqued by an instructor. After critique, students view the videotape of the interview in which they participated.

A52 SOURCES OF INFORMATION. A lecture that identifies basic public and criminal justice sources of information vital for successful drug investigations. Various specific sources, procedures, methods of utilizing sources of information are addressed.

A53D EXECUTION OF SEARCH WARRANTS. A lecture that details the participation of diversion investigators in the execution of search warrants. Course includes discussion of what should be seized as evidence.

A100 INTRODUCTION TO DEA AGENTS MANUAL. A lecture that familiarizes the students with portions of the DEA Agents Manual that apply to diversion investigations. Agents Manuals are issued to each student.

B12 ILLEGAL SALES INVESTIGATIONS. A lecture and discussion that introduces the students to registrant investigations. The mechanics of a professional practices case are explained, illustrating several ways of investigating a registrant - including physician only, pharmacist only, physician and pharmacist in collusion, fraudulent organizations that masquerade as legitimate medical centers.

B19 CONSPIRACY INVESTIGATIONS. A lecture, discussion and case history presentation from the working investigator's point of view. It is designed to provide the Trainee with a working knowledge of how to develop an in-depth investigation which will result in sufficient evidence to support a conspiracy indictment and conviction. Highlighted in the course are case histories which demonstrate how, through the structure of activity and the factual circumstances of the conspiracies, their existence is proven. Emphasis is placed on the gathering and use of circumstantial evidence and on the importance of accomplice witnesses and attendant corroborative evidence.

B97 ANALYTICAL INVESTIGATIVE METHODS. A lecture, discussion and classroom demonstration geared to provide the student with a knowledge of the intelligence cycle, link and matrix diagrams as an aid in complex criminal investigations. The students perform a lengthy practical exercise to familiarize themselves with the procedures.

B99 INTRODUCTION TO DEA ASSET REMOVAL PROGRAM. A lecture that describes the history of financial laws as they relate to the DEA mission. Recent cases with asset seizures are discussed in connection with the 10 hours of financial training to follow.

B991 INTRODUCTION TO FINANCIAL INSTRUMENTS. This course introduces the student to the use of securities instruments as vehicles for the laundering of funds and bribes. Major classifications of financial investments and a detailed analysis of the documentation required to evidence securities transactions are also covered. The class concludes with an analysis of various methodologies used to identify fraudulently produced stock and bond certificates.

B992 BUSINESS STRUCTURE AND RECORDS. A lecture on the various types of business organizations that could be encountered during an asset removal investigation. The advantages and disadvantages of each, to the criminal element and business in general, are discussed.

B993 REAL ESTATE. A lecture that defines real estate terminology and identifies common real estate documents. Methods of tracing real estate transactions and ownership of property are presented.

B994 BANKING RECORDS. This course is a discussion of the banking industry and the types of financial records maintained in the normal course of business by these institutions. Methods investigators can use to obtain these records and analyze their content are covered.

B995 FINANCIAL ANALYSIS. Lecture, discussion, and a practical exercise that introduces the net worth and expenditures methods of indirectly demonstrating unexplained income.

C1 DRUG IDENTIFICATION I THRU IV. A course designed to equip the students with the knowledge needed to identify narcotic and dangerous drugs. The course material includes information on the types, composition, physical characteristics, and psychological and physiological effects of controlled substances. Emphasis is placed on pharmaceutical controlled substances.

- C1-1 Introduction to Pharmacology - 1 hour
- C1-2 Stimulants/Cocaine - 2 hours
- C1-3 Depressants/Opiates - 2 hours
- C1-4 Psychotropics/Marijuana - 2 hours

C2 DRUG FIELD TESTING. Lecture, demonstration, and classroom practical exercise to enable students to master the techniques required to perform presumptive tests of suspected controlled substances.

D12 THE CODE OF FEDERAL REGULATIONS. The students are familiarized with the Code of Federal Regulations and the Federal Register and how they relate to the Controlled Substances Act. Each student is given a copy of Title 21 Code of Federal Regulations, Part 1300 to end.

D13 DRUG SCHEDULING. The students are instructed in drug scheduling as a control mechanism of the Controlled Substances Act. The course includes the criteria for scheduling drugs, procedures for changing schedules, and procedures for decontrol of drugs.

D14A ADMINISTRATIVE INSPECTION PROCEDURE. A course designed to provide the student with an understanding of the use of administrative inspection warrants. The course compares administrative inspection warrants to search warrants.



D14 LAWS OF SEARCH AND SEIZURE. This block of instruction is designed to provide a basis for understanding background and development, as well as the current state of the law with regard to the Fourth Amendment to the U.S. Constitution. It includes those rules pertaining to searches as well as those pertaining to seizures. The latter category includes arrests and the particular areas of concern in arrest situations which involve Fifth and Sixth Amendment considerations. The lecture material incorporates an updating and review of recent Supreme Court decisions, and decisions from the various Federal Circuit Court of Appeals. The emphasis is on a logical understanding and application of these rules of law as it concerns investigations, and investigative techniques used in investigations of violations of the drug laws.

D18 FEDERAL RULES OF EVIDENCE. A course designed to provide the trainee with an understanding of the principles inherent in the Rules of Evidence and to build upon that understanding a framework for evidence gathering by field agents that is efficient, comprehensive and establishes the proper foundations for admissibility. This course does not include DEA procedures for the handling of evidence.

D25 TITLE 31 AND RIGHT TO FINANCIAL PRIVACY. A lecture and discussion that introduces the trainee to Bank Secrecy Act (T31) and the Financial Privacy Act. The basic elements of the various violations under Title 31 are presented. The RFPA's impact on DEA's ability to obtain financial records is addressed.

D31 CONTROLLED SUBSTANCES ACT I. A course designed to acquaint the trainee with the basic provisions of the Controlled Substances Act, including the purposes of the Act, its organizations, its terminology and definitions. Emphasis is placed upon the types and elements of offenses, the penalties, and the investigative significance of common fact patterns in substantiating offenses.

D31 CONTROLLED SUBSTANCES ACT II - CONSPIRACY LAW. A course designed to acquaint the trainee with the basic principles of conspiracy law and its application to drug investigations. Emphasis is placed on the elements and penalties provided in 21 U.S.C. § 846, 963, 848, and 18 U.S.C. § 1961, etc.

D31 CONTROLLED SUBSTANCES ACT III. This block of instruction is designed to provide the students with a sufficient understanding of both Civil Forfeiture under Title 21, U.S.C. § 881 and Criminal Forfeiture under Title 21, U.S.C. 848 and Title 18, U.S.C. § 1963 to enable the student to recognize: what property is subject to forfeiture under these statutes; when it is subject to forfeiture; how forfeiture is initiated; and the basis for seizure under these statutes. The course includes a presentation of DEA policy with regard to forfeiture. The course also includes discussion of the distinctions between civil and criminal forfeiture, consideration of factors in electing, if necessary, between the two, and the benefits and shortcomings which follow such an election.

D50 FREEDOM OF INFORMATION ACT. A lecture that introduces the trainee to F.O.I.A. The requirements of this law are discussed in relation to its impact on DEA operations.

D51 PRIVACY ACT. A lecture that introduces the basic elements of the Privacy Act to the trainee.

D54-1 TRIAL PRACTICES. A block of instruction which introduces the trainee to practical considerations in report writing, evidence handling and pretrial preparation. The trainee is also presented with the sequence of trial and the fundamentals of effective witness testimony.

D54-2 PHC PRE-HEARING CONFERENCE. A lecture that provides the students with the information necessary to prepare for show cause hearings. The students then prepare for their testimony in the mock hearing.

D54-3 MOCK HEARING AND CRITIQUE. A mock show cause hearing is conducted by the DEA Office of Chief Counsel. The hearing is based upon information gained by the students in the interviewing practical exercises and the reports are written by the students. Most of the students will be required to testify in the hearing.

D80 LEGAL ASPECTS OF DIVERSION CONTROL AND ORDERS TO SHOW CAUSE. This course provides the students with both the legal and practical information necessary to revoke a DEA registration. The DEA Office of Chief Counsel provides the instruction.

D91D FEDERAL RULES OF CRIMINAL PROCEDURES. A descriptive presentation of the Federal judicial structure, the function of each judicial level, and procedures used in the adjudication of criminal proceedings. The course work includes material relative to the appearance before a U.S. Magistrate, Grand Jury proceedings, indictment and information, pretrial and post-trial motions and procedures, discovery and inspection, venue, removal proceedings, and the statutes of limitations.

E1 INTRODUCTION TO DIVERSION CONTROL. This course introduces the students to the Diversion Control program and its functions and position within the DEA organization.

E2 INTRODUCTION TO THE DIVERSION INVESTIGATORS MANUAL. The students are introduced to the use of the Diversion Investigators Manual and the structure of the Diversion Manual. Each student is issued a manual.

E11-1 MANUFACTURING OPERATIONS. This course introduces the students to pharmaceutical manufacturing operations. Synthesizers, extractors, and dosage unit manufacturers are explained. The course describes record keeping, quality control and research.

E11-2 MANUFACTURING PRACTICAL PROBLEMS. The students are given an audit problem that requires them to review and audit typical manufacturers' records for receipt, assay analysis, bulk manufacturing, dosage form manufacturing, packaging and distribution.

E11-3 MANUFACTURING GRADED EXERCISE. Each student is given the records of a drug manufacturer to audit. The instructor grades the accuracy of each student's audit.

E11-4 MANUFACTURING GRADED EXERCISE REVIEW. The instructor returns the Manufacturing Graded Exercise papers to the students and reviews the exercise with the class.

E11-5 MANUFACTURING FIELD TRIP. The students take a field trip to a drug manufacturer. The students are shown the receiving, manufacturing, distribution, security, and record keeping of the firm.

E12-1 DISTRIBUTOR OPERATIONS. This course introduces the students to the operation of pharmaceutical controlled substance distributors. Emphasis is placed on required records, reports, and inventories.

E12-2 DISTRIBUTION PRACTICAL PROBLEMS. The students are given several examples of distributor audit problems to perform. The students independently conduct the audit with assistance from the instructor and class counselors.

E12-3 DISTRIBUTOR GRADED EXERCISE. The students are given an audit problem that requires them to review and audit typical distributors' records including inventories, receiving records, sales records, DEA order forms, theft reports, reports of destruction.

E12-4 DISTRIBUTOR GRADED EXERCISE REVIEW. The instructor returns the Distributor Graded Exercise paper to the students and reviews the exercise with the class.

E13 PRE-REGISTRANT INVESTIGATIONS. This course familiarizes the students with the various forms that are used to facilitate registration and discusses the paper flow of these forms. The course also acquaints the students with which activities are exempt from DEA registration, separate registrations for independent activities, and separate registrations for separate locations.

E14 REGISTRATION. Students are familiarized with the theory and mechanisms of the DEA registration system. DEA Form 222, 222A, 225, 225A, 363 and 363A are explained to the students.

E15 REGULATORY ACTIONS. This class familiarizes the students with the selection and use of administrative sanctions such as letters of admonition, administrative hearings, civil prosecutions, and orders to show cause.

E16 DRUG SURRENDER. The students are instructed in accordance with current Diversion Investigator Manual policies and regulations concerning destruction of expired, contaminated, recalled, or pharmaceutical controlled substances that are no longer needed by a registrant.

E18 AUDITING TECHNIQUES. This course familiarizes the students with the basic auditing techniques that will be used in all audits to enable the student to detect diversion of controlled substances.

E19-1 RETAIL PHARMACY OPERATIONS. The students are familiarized with the operation of a retail pharmacy. Records, reports and inventories of pharmacies are discussed with emphasis on prescriptions for controlled substances.

E19-2 RETAIL PHARMACY OPERATIONS - PRACTICAL PROBLEMS. The students are given prescriptions, inventories, DEA order forms and supplies invoices for a retail pharmacy. The students independently conduct an audit of the records with assistance from the instructor and class counselors.

E19-3 RETAIL PHARMACY OPERATIONS - GRADED EXERCISE. The students are given prescriptions, inventories, DEA order forms, and supplier invoices for a retail pharmacy. The students audit the records and determine if there has been any diversion of controlled substances.

E19-4 RETAIL OPERATIONS - GRADED EXERCISE REVIEW. The instructor returns the Retail Pharmacy Graded Exercise papers to the students and reviews the exercise with the class.

E20 NARCOTIC TREATMENT ACT. This course familiarizes the students with the pharmacology of methadone, the brief history of methadone, record keeping requirements for narcotic treatment programs, and confidentiality provisions for patients of narcotic treatment programs.

E23 PHARMACEUTICAL NOMENCLATURE, AND MARKETING TECHNIQUES. This course provides the students with a broad understanding of the legitimate pharmaceutical industry and its controlled substance distribution pattern from the time of its manufacture or importation until it is dispensed to the ultimate user.

E24 WEIGHTS AND MEASURES. The students are given a review of the English and Metric systems of measure to prepare them for auditing controlled substance records.

E25 ARCOS/DADS. This course provides the students with an understanding of the ARCOS and DADS systems, the requirements the systems impose on DEA registrants, and how the products of the systems are used as investigative tools.

E26 DAWN, LABEL, AND OTHER DEA INFORMATION SYSTEMS. The students are given the background of DAWN, LABEL, and other systems that can be used as investigative tools in the investigation of DEA registrants.

E27 BALLISTICS. This course describes the uses of the DEA program to identify solid dosage forms according to sources. The importance of collecting authentic samples from pharmaceutical manufacturers is emphasized.

E29 RECORDS, REPORTS, AND INVENTORIES. The students are familiarized with the basic records, reports, and inventories that are required by regulation, to be maintained by the different categories of registrants.

E38 IMPORT/EXPORT REGULATIONS. An overview of the history of import/export regulations, the reasons for the regulations, and the procedures used in importing or exporting controlled substances are provided to the students.

E40 QUOTA THEORY. This course familiarizes the students with the background and legal basis for quotas, the mechanisms for enforcing quotas, and the procedure for changing quotas.

E41 REGISTRANT PROTECTION ACT. The students are familiarized with the reasons for the Registrant Protection Act and DEA's responsibility to provide information to the FBI for investigation of violations of the Act.

E50 QUESTIONED DOCUMENTS. This course provides the students with a basic understanding of the methods employed in forging documents and ways to detect forgeries.

E51 PERSONAL COMPUTER FAMILIARIZATION. The students are given a lecture in the operation of a personal computer. The students, each at their own pace, then work with a computer to familiarize themselves with the basic functions of the computer.

E61 REGISTRANT SECURITY SYSTEMS. The students are provided with basic information concerning security systems including sensors, transmission methods, line security, CCTV, card access systems, video motion detection, audio detection systems, perimeter security systems, security lighting, vaults, and security locks.

E62 REGISTRANT SECURITY REGULATIONS. The students are familiarized with the requirements of 21 C.F.R. for security of registrants and DEA policy concerning the types of systems that are acceptable.

F21 DEA ORGANIZATION AND MISSION. An overview of the DEA organization and structure detailing foreign and domestic mission priorities.

F23 PCS BRIEFING. A review of travel forms that employees are required to complete so the Transportation Unit can issue permanent change of station travel orders and the Government Bill of Lading. The lecture addresses questions from the trainee regarding their entitlements on the permanent change of station moves. Major aspects associated with the guide for incurring expenses are outlined.

F70 ETHICS AND CONDUCT. The purpose of this class is to familiarize the students with Section 2735 of the DEA Personnel Manual entitled "Employee Responsibilities and Conduct." The students are also given examples of misconduct and are requested to determine which elements of Appendix 2735A, Standard Schedule of Disciplinary Offense and Penalties, would cover the misconduct.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF  
DEA DIVERSION INVESTIGATOR TRAINING PROGRAM

The following criteria are utilized in determining if a student will satisfactorily complete the eight week DEA Diversion Investigator Training Program.

I. Attendance - Every effort will be made to insure that a student attends all scheduled training sessions. It is recognized, however, that bona fide emergencies may arise dictating an occasional absence. A maximum of four excused absences will be permitted. If a student is forced to miss more than four full or partial days, the student's entire progress will be evaluated and the nature of the material missed will be considered by the Office of Training (OT) staff. A determination will then be made on whether to allow the student to continue in the current class or to recycle him/her to a subsequent class.

II. Student - must demonstrate that he/she possesses the proper aptitude, attitude, discipline and demeanor to be a Diversion Investigator of the Drug Enforcement Administration as determined by the DEA OT staff.

III. Examinations - Three general examinations and a final examination will be administered during the Diversion Investigator training course. These will be comprehensive, written examinations with a minimum passing grade of 70 percent. Should a student fail one of the examinations, he/she will be placed on academic probation. Should he/she fail a second examination, a meeting will be held among the class advisors and staff members to review his/her total performance and make recommendations concerning retention. The failure of two examinations would be grounds for dismissal from the course unless unusual extenuating circumstances are present. Any breach of integrity during examinations will result in immediate dismissal. The above procedure does not preclude spot quizzes in individual courses. Poor performance in spot quizzes will be reviewed in the light of overall adherence to established criteria and may result in dismissal from training if it is found to be an indication of unacceptable attitude or self-discipline.

IV. Report Writing - Student must demonstrate to the satisfaction of experienced Office of Training personnel evaluating his/her performance the ability to prepare clear, concise, logical and factual Reports of Investigation in accordance with DEA policies and procedures.

V. Practical Exercises - Students must demonstrate to the satisfaction of experienced Office of Training personnel evaluating his/her performance, the ability to satisfactorily perform all tasks expected of any entry-level Diversion Investigator. While he/she is expected to demonstrate an understanding of and the ability to apply all principles and techniques related to the tasks of a Diversion Investigator, particular emphasis will be placed upon Distributor Audits, Manufacturer Audits, Retail Operations Audits, adherence to established operating policies and procedures, and the application of legal principles.

Students must achieve a minimum passing score of 80% on the Distribution Audit, Manufacturer Audit, and Retail Operations Audit practical exercises. A remedial examination will be given for any student who fails to achieve 80%. A minimum passing score of 80% will be required on the remedial examination.

A student who fails to perform satisfactorily in either Report Writing or Practical Exercises will be dismissed from the training program. In addition to the foregoing, the student must demonstrate to the satisfaction of members of the DEA Office of Training staff serving as personnel evaluating his/her performance that he/she possesses the following characteristics and traits: integrity, discipline, ability to follow instructions and orders, motivation, perseverance, ability to work with others, mature judgement and initiative.

BASIC INTELLIGENCE RESEARCH SPECIALIST  
TRAINING PROGRAM FOUR WEEK DRAFT

	<u>UNIT (BLOCK)</u>	<u>POI Hours</u>	<u>WEEK IN POI</u>
A9	Informants	2.5	1
A22	Report Writing	10.5	1 & 2
A23	Automated Information Systems	16.0	2
A28	Interview and Interrogation	3.5	1
B5	Diversion Investigations	1.0	1
B19	Conspiracy	3.5	4
C1	Drug Identification	8.0	
C1-2	Stimulants		1
C1-3	Depressants		1
C1-4	Hallucinogens		1
C1-5a	Cocaine		1
C1-5b	Opiates		1
C1-6	Cannabis		1
D18	Rules of Evidence and Probable Cause	4.0	1
D31	Introduction to the CSA	4.0	1
D91	Federal Rules of Criminal Procedure	4.0	1
F21	DEA Organization and Mission	1.0	1
X41-42	Orientation	1.0	1
X60	Exam	1.0	1
X66	Program Evaluation/Discussion	3.0	2
	Functions of Intelligence	3.0	1
	Interactions with Other Members of the Intelligence Community	.5	1
	Intelligence Organization and Mission	1.0	1
	Financial Intelligence	6.0	2
	Preparation of Intelligence Management Reports	1.5	2
	Intelligence Report Writing	3.5	2
	Anacapa Services	64.5	3 & 4





## INTELLIGENCE RESEARCH SPECIALIST CURRICULUM OUTLINE

A9 INFORMANTS. Lecture and demonstration on the use of informants in the development of drug investigations. The course material includes the methods of handling informants, their importance in drug investigations and the methods of developing, debriefing, and controlling these cooperating individuals. Also discussed are the pitfalls normally encountered during their utilization. The course material will include the DEA classification system relative to cooperating individuals.

A22 REPORT WRITING. A detailed presentation that utilizes lecture, discussion, and demonstration to enable the student to produce investigative and administrative reports which he/she will be required to prepare as an Research Specialist. The course material includes an explanation of the Agents Manual and its use, the fundamentals of note-taking and investigative reporting, the DEA filing system, the preparation of reports, the multiple uses of the DEA-202, and administrative reports such as the DEA-12 and the DEA-103.

A23 NADDIS/M204 AND PRACTICAL. A lecture and practice on the computer intended to provide the students with the information which an entry-level Specialist will need to utilize the NADDIS system in the support of drug enforcement investigations.

A28 INTERVIEW AND INTERROGATION. A lecture and discussion of the factors to be considered in interviewing witnesses, informants, and defendants. The course material identifies and discusses the factors underlining admissibility of admissions and confessions in court. Methods for recording the results of an interview and interrogation are addressed also.

B5 DEA DIVERSION CONTROL PROGRAMS. An overview of the DEA Diversion Control Program outlining the organization of the program, handling of registrants, order forms and accountability of substances under the CSA.

B19-1 CONSPIRACY INVESTIGATIONS. A lecture, discussion and case history presentation designed to provide the Analyst with a working knowledge of how to develop an in-depth investigation which will result in sufficient evidence to support a conspiracy indictment and conviction. Highlighted in the course are case histories which demonstrate how, through the structure of activity and the factual circumstances of the conspiracies, their existence is proven. Emphasis is placed on gathering and using circumstantial evidence and on the importance of accomplice witnesses and attendant corroborative evidence.

C1 DRUG IDENTIFICATION I THRU VI. A course designed to equip the students with the knowledge needed to identify narcotic and dangerous drugs. The course material includes information on the types, composition, physical characteristics, and psychological and physiological effects of controlled substances.

C1-2	Stimulants	C1-5a	Cocaine
C1-3	Depressants	C1-5b	Opiates
C1-4	Hallucinogens	C1-6	Cannabis

D18 FEDERAL RULES OF EVIDENCE. A course designed to provide the Analyst with an understanding of the principles inherent in the Rules of Evidence and to build upon that understanding a framework for evidence gathering by field agents that is efficient, comprehensive and establishes the proper foundation for admissibility. This course does not include DEA procedures for the handling of evidence.

D31 CONTROLLED SUBSTANCES ACT I. A course designed to acquaint the Specialist with the basic provisions of the Controlled Substances Act, including: the purposes of the Act; its organization; its terminology and definitions; the criteria for scheduling drugs; and the importance of the Code of Federal Regulations. Emphasis is placed upon the types and elements of offenses, the penalties, and the investigative significance of common fact patterns in the substantiation of offenses.

D91 FEDERAL RULES OF CRIMINAL PROCEDURES. A descriptive presentation of the Federal judicial structure, the function of each judicial level, and procedures used in the adjudication of criminal proceedings. The course work includes material relative to the appearance before a U.S. Magistrate, Grand Jury proceedings, indictment and information, pre-trial and post-trial motions and procedures, discovery and inspection, venue, removal proceedings, and the statutes of limitations.

F21 DEA ORGANIZATION AND MISSION. An overview of the DEA organization and structure detailing foreign and domestic mission priorities.

X41-42 ORIENTATION. An introduction to the FBI Academy and the Analyst training program. During this period the staff is introduced to the class.

X60 EXAM. A comprehensive examination that covers the first two weeks of the training taught by DEA.

X66 PROGRAM EVALUATION/DISCUSSION. An opportunity for the members of the class to discuss the course with a member of the planning and evaluating staff.

FUNCTIONS OF INTELLIGENCE. A detailed presentation designed to provide the Specialist with an understanding of the functions of the various types of intelligence in DEA.

INTERACTIONS WITH OTHER MEMBERS OF THE INTELLIGENCE COMMUNITY. A course that outlines the role of the DEA Specialist and DEA's policy on sharing information with other intelligence agencies.

INTELLIGENCE ORGANIZATION AND MISSION. An overview of the intelligence organization within DEA which details foreign and domestic mission priorities.

FINANCIAL INTELLIGENCE. An overview of the various types of financial records maintained in the normal course of business, how they can be obtained and methods of analyzing their content.

PREPARATION OF INTELLIGENCE MANAGEMENT REPORTS. A presentation to enable the student to produce administrative reports which he/she will be required to prepare as an Specialist, specifically the preparation of the DEA-421, DEA-455, and DEA-455A.

INTELLIGENCE REPORT WRITING. A detailed lecture to enable the students to produce those investigative and administrative reports which Specialists are specifically required to prepare.

ANACAPA SERVICES. A two-week course which trains the Specialist in the basics of analytical investigative methods. This presentation utilizes lecture, discussion, demonstration and practical exercises to enable the student to produce the necessary reports, graphs, and charts to graphically represent the cases the student would support.



INSTRUCTIONS FOR PREPARING THE SF-182  
REQUEST, AUTHORIZATION, AGREEMENT  
AND CERTIFICATION OF TRAINING

OFFICE OF TRAINING  
SPECIALIZED TRAINING UNIT

## I. INTRODUCTION

These instructions establish procedures to be followed in requesting, scheduling, and documenting training for DEA employees.

## II. GENERAL

A. Purpose. In accordance with FPM Chapter 410, all nominations for training in Government and non-Government facilities must be made by the use of Standard Form 182 "Request, Authorization, Agreement and Certification of Training". This form is used for the following purposes:

1. To nominate employees for training.
2. To supply information for the Justice Employee Training System which provides information on training to the Office of Personnel Management Central Personnel Data File.
3. To be used by Government training facilities as the registration and nomination form.
4. To be used by DEA as a mechanism to initiate a purchase order for registration in non-Government training.
5. To record the continued service agreement required by Section 4108 of Title 5, United States Code, for instances of training over 80 hours duration.
6. To be used as an obligation/billing document.
7. To certify completion of training.
8. To evaluate training.
9. To document all instances of training for DEA employees.

B. SF-182. The Standard Form 182 is available in 3 versions; however, for all DEA personnel desiring training, the proper form to be utilized is the ten (10) part form.

<u>Version</u>	<u>Use</u>
SF-182 (1 Part)	As a worksheet
SF-182 (5 Part)	To request in-house training.
SF-182 (10 Part)	To request Interagency (IA) and non-Government (NG) training.

The following table describes the use of the ten-part form.

<u>Copy</u>	<u>Uses</u>
1	To be filed in the employee's Official Personnel Folder after training has been completed and the evaluation form (copy 9) has been returned.

<u>Copy</u>	<u>Use</u>
2	To be used as input into the Justice Employee Training System (JETS) upon completion of training.
3	To be used as a Purchase Order for <u>non-Government Training</u> .
3	To be provided to the <u>Government facility</u> as their file copy.
4	To be provided to the <u>Government facility</u> as the nominating Agency's (DEA) obligation to pay.
5	To be provided to the <u>Government facility</u> for completion and return to DEA.
6	To be provided to the <u>Government facility</u> for completion and return to the employee for verification of enrollment.
7	To be used as DEA's obligation document.  <u>Accounting classification numbers must be legible on this copy.</u>
8	To be forwarded to the Office of Training, for filing in the agency's master employee training file.
9	To be used by the employee and the immediate supervisor to evaluate the effectiveness of the training. The completed copy <u>must</u> be sent to the Office of Training for retention.
10	To be returned to the originating office as soon as the training is approved.  A xerox copy of all 1811 training of 8 or more hours should be forwarded to the Career Board by certifying official.

C. Requesting Training. Careful consideration should be given to the following items when initiating the SF-182:

1. The SF-182 should be submitted to the Training Officer at least 30 days prior to the beginning of training. It is the responsibility of the employee and immediate supervisor to insure that the request is submitted in a timely manner;

2. A copy of the attached instructions for completing the SF-182 should be made available to each employee submitting a request for training.

3. All training instances are to be reported. Training financed by an employee and taken during non-duty hours will not be reported to the Central Personnel Data File, but certainly should be made part of an employee's personnel records.



4. The employee is responsible for all paper-work and/or tests required for admission to educational institutions. DEA approval of an SF-182 to attend college programs does not guarantee that the employee will be accepted by the Institution.

5. If the course evaluation (copy 9) is not returned, the employee will not receive credit for the training.

D. Funding. The Office of Training, Specialized Training Unit, will sponsor funding of job-related core and non-core training requests upon availability of funds. Professional conferences, state-of-the-art seminars, professional meetings, etc., may be funded on a limited basis or may be sponsored by the initiating office. All training requests, regardless of funding source, will be processed through the Specialized Training Unit in accordance with these instructions.

#### INSTRUCTIONS FOR COMPLETING SF-182

- Block C. Request Status--indicate the appropriate action covered by this request. If in question please leave blank.
- Block 1. Applicant's Name--enter appropriation information.
- Block 2. Social Security Number--must be accurate. Copy from the SSN shown on your time and attendance report or other source.
- Block 3. Date of Birth--enter appropriate information.
- Block 4. Home Address--complete for all interagency training courses. May be omitted for non-Government training.
- Block 5. Home Telephone--may be omitted.
- Block 6. Position--mark appropriate category. Non-Supervisor-supervises no employee or under 3 employees. Supervisor-supervises 3 or more technical employees. Manager-supervises 2 or more supervisors, grade 13 and above. Executive-all employees supervised are Grade 16 and above.
- Block 7. Organization Mailing Address--enter mailing address where the applicant is stationed.
- Block 8. Office Telephone--enter appropriate telephone number.
- Block 9. Continuous Civilian Service--enter the number of years and months of continuous Government service. If the employee has not had a break in Government service, compute time using the employee's Federal Service computation date. If in doubt, a copy of an old personnel action (Standard Form 52) will provide this information.

- Block 10. For use when non-Government Training is requested--enter the amount of time spent in prior training through non-Government sources. Compute the time in 8 hour days. All training not conducted by a Government agency is considered (non-Government e.g., colleges, industry, U.S.D.A. Graduate School, etc.). For example, a 40-hour program would be entered as "5" days.
- Block 11. Position Title/Function--enter official position title.
- Block 12. Pay Plan/Series/Grade/Step--enter appropriate information.
- Block 13. Type of Appointment--enter CC for career conditional; C for career; TEMP for temporary; and SCHED for scheduled appointments.
- Block 14. Education Level--use one of the following codes:

Code

- 01 Some Elementary School (did not complete)
- 02 Elementary School (completed-no High School)
- 03 Some High School (did not graduate)
- 04 High School Graduate or Certificate of Equivalency (GED)
- 05 Terminal Occupational Program (did not complete)
- 06 Terminal Occupational Program-Certificate of Completion Diploma or Equivalent
- 07 Some College (less than one year)
- 08 1 Year College
- 09 2 Years College
- 10 Associate Degree
- 11 3 Years College
- 12 4 Years College
- 13 Bachelor's Degree
- 14 Post-Bachelor's
- 15 First Professional Degree
- 16 Post First Professional
- 17 Master's
- 18 Post Master's

- 19 Sixth Year Degree
- 20 Post-Sixth-Year
- 21 Doctorate Degree
- 22 Post Doctorate

- Block 15a. Name and Mailing Addresses of Training Vendor--enter the name and mailing address of the training vendor to which registration or payment will be made. Include zip code.
- Block 15b. Location of Training Site--if the training is provided in the same location as the vendor (15a.) mark an "X" in the box. If it is in a different location, enter the name and address of actual training site.
- Block 16. Course Title and Training Objective--enter the course title and if non-Government attach a copy of the course announcement to the request for training. In addition, justification for taking the training and the benefits to be derived by the Government must be stated.
- Block 17. Catalog/Course Numbers--used for JETS only. Entry will be made in the servicing Training Office by the person responsible for coding/keying JETS data.
- Block 18. Training Period--enter the information in the appropriate box as indicated using six digits. For correspondence courses enter the anticipated date of completion.
- Block 19. Number of Course Hours--enter the number of training hours using four digits. For example, 40 hours must be entered as 0040.
- Block 20a. Purpose--indicate why the employee is receiving the training by using one of the codes listed below. It reflects management's decision regarding the employee's need for training. When an instance of training can be identified with more than one purpose, the principal purpose code should be used. The following definitions may be used as a guide:

<u>Code</u>	<u>Name</u>	<u>Definition/Explanation</u>
1	As a Result of Mission or Program Change	To provide the knowledge or skills needed as a result of change in agency mission, policies, programs, procedures; e.g., training provided for Special Agents to acquaint them with new policies and regulations affecting the rights of prisoners.
2	As a Result of New Technology	To provide the knowledge or skills required to keep abreast of developments in the employee's occupational

<u>Code</u>	<u>Name</u>	<u>Definition/Explanation</u>
		field, or in a related field, e.g., training provided to an employee in the use, maintenance or repair of new and advanced electronic equipment; or advances in the "state-of-the-art".
3	As a Result of New Work Assignment	To provide the knowledge and skills needed as a result of assignment to new duties and responsibilities, when such training is not a part of a planned career development program, e.g., technical training provided to an accounting clerk who has been newly assigned accounting technician duties.
4	To Improve Present Performance	To provide the knowledge or skills needed to improve or maintain proficiency in present job, e.g., training provided to a typist to improve typing speed and accuracy, training in telephone techniques for clerks or secretaries.  Note: "Refresher" training is to be coded here.
5	To Meet Future Staffing Needs	To provide the knowledge and skills needed to meet future staffing needs through a planned career development program, a management internship, or a training agreement; or programs to upgrade skills and abilities, e.g., stenographic training for typists, technical training for laboratory assistants, etc.
6	To Develop Unavailable Skills	To provide the knowledge or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor markets cannot produce a sufficient number of trained candidates.
7	Trade or Craft Apprenticeship	To provide the classroom or group portion of the formal training that, together with guided work experience, permits the employee to acquire the knowledge and skills needed to meet the full requirements for journeyman status in an apprenticeship program.

- |   |                       |  |
|---|-----------------------|--|
| 8 | Orientation           | To provide orientation to the policies, purposes, mission and functions for new employees of the agency or the Federal Government. |
| 9 | Adult Basic Education | To provide the basic knowledge and skills needed to permit the employee to function in the world of work.                          |

Block 20b. Type--indicates the principal subject matter and emphasis of the training provided to an employee by using one of the codes listed below. (Type refers to the subject matter of the training given, not the position of the person trained.) The following definitions may be used as a guide.

<u>Code</u>	<u>Name</u>	<u>Definition/Explanation</u>
1	Executive and Management	Education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.
2	Supervisory	Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication process in supervision; work planning, scheduling, and review; and performance evaluation.
3	Legal, Medical, Scientific or Engineering	Education or training in the concepts, principles, theories or techniques of such disciplines as law, medicine; the physical, biological, natural, social or behavioral sciences; education; economics; mathematics and statistics; architecture; engineering; or foreign affairs.
4	Administration and Analysis	Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity; logistics; finance; systems analysis; policy; program or management analysis; or planning.

<u>Code</u>	<u>Name</u>	<u>Definition/Explanation</u>
5	Speciality and Technical	Training of a specialized or technical nature in the methods and techniques of such fields as investigation; security policies; science; supply; procurement; transportation; air traffic control; computer programming; languages; or medical, legal, or scientific support work.
6	Clerical	Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing, or telephone techniques.
7	Trade or Craft	Training in the knowledge and skills needed in such fields as electrical or electronic equipment installation, maintenance or repair, tool and die making, welding, or carpentry.
8	Orientation	Training of a general nature to provide an understanding of the organization and missions of the employing agency, or a broad overview and understanding of matters of public policy such as the policies relating to equal employment opportunity.
9	Adult Basic Education	Education or training to provide basic competency in such subjects as remedial reading, grammar, lip-reading or braille.

Block 20c. Source--indicate the appropriate code for the training received by an employee.

<u>Code</u>	<u>Name</u>	<u>Definition/Explanation</u>
1	Government Agency	Use when training is given by the Department of Justice or bureau staff within DOJ/DEA.
2	Government-Interagency	Use when the training is given by an agency other than the employee's agency.
3	Non-Government-Designed for Agency	Use when the training is developed and given expressly for the DOJ/DEA by an individual, company, educational institution, professional association or consultant under contract to the DOJ/DEA.

<u>Code</u>	<u>Name</u>	<u>Definition/Explanation</u>
4	Non-Government- "Off the Shelf"	Use when the trainee is enrolled in a standard training or educational experience offered by a company, professional association, educational institution or other source, (e.g., university courses; professional symposia; technical, business, or vocational course).
5	State or Local Government	Use when the training is given by a state or local government agency or activity. (Education or training provided by state or local educational institutions is to be coded 3 or 4 as appropriate.)

Block 20d. Special Interest--indicates that the training provided to the employee was a part of the planned action of DEA in support of a specific program area such as Executive Development, Supervision or Upward Mobility.

#### CODING INSTRUCTIONS

Enter one of the following codes:

- 0 No Special Interest
- 1 Executive Development
- 2 Supervision
- 3 Upward Mobility
- 4 Mid-Management Development
- 5 Paralegal Training
- 6 Attorney Training

Block 21a. Tuition--enter complete tuition cost.

Block 21b. Books or Materials--enter estimated costs of books and/or materials, if any.

Block 21c. Other--identify the specific direct costs item and enter the amount in the space provided. Other direct costs could be such items as registration fees, activity fees, and others.

Block 21d. Total--enter 4 digit dollar total of direct costs columns--add 21a, b, and c. Example \$0210/00.

Block 22a. Travel--enter actual or estimated costs of travel.

- Block 22b. Per Diem--enter per diem or actual subsistence allowance.
- Block 22c. Other--specify costs, identify them (i.e., taxi fares, parking fees, etc.).
- Block 22d. Total--enter 4 digit dollar total of indirect costs columns--add 22a, b, and c.
- Block 23. Document/Purchase Order/Requisition Number--this space is for recording the appropriate accounting classification information of the funds for this training.
- In the case of non-Government training, a purchase order must be prepared in addition to the SF-182 before enrollment is made.
- Block 24. Eight-Digit Station Symbol--the SIBAC system uses an 8-digit station symbol to identify sources of funds for payment of courses offered by an interagency source. The 8-digit symbol for DEA is 15-11-0001.
- Block 25. Leave blank.
- Block 26a. Immediate Supervisor--complete as indicated.
- Block 26b. Signature of Immediate Supervisor.
- Block 27a. Second Line Supervisor--complete as indicated.
- Block 27b. Signature of Second Line Supervisor.
- Block 28. Training Officer--include current training officer.
- Block 29. Authorizing Official--Chief, Specialized Training Unit or Designee.
- Block 30. Certifying Official--for the purpose of completing this form the certifying official will be as follows:
- For In-House Training, the Instructor, Training Officer.
- For Government or Non-Government training, the Training Officer at Quantico or the Divisional Office.
- Section G. Continued Service Agreement--the Continued Service Agreement is on the reverse side of copy 1 of the 10 part SF-182. All employees receiving over 80 hours of training in a non-Government training facility are required to sign this agreement. (See Exhibit 3 in Section 3123.)





DRUG ENFORCEMENT ADMINISTRATION  
OFFICE OF INTERNATIONAL TRAINING  
ADVANCE CHECKLIST REPORT

TYPE OF SCHOOL:

DATE OF SCHOOL:

LOCATION:

PREPARED BY:

DATE:

REVIEWED BY:

DATE:

Revised 6/15/87



I. COUNTRY ASSESSMENT: DATA NECESSARY FOR DEVELOPMENT OF SCHOOL CURRICULUM

A. Evaluation of All Prior Drug Enforcement Administration Sponsored Schools: (i.e., new legislation, seizures/arrests, treaties, availability of drugs, etc.)

B. Goals Of Proposed Training: (what are the students being prepared to do and what are they expected to know at the end of the training?)

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C. What Are the Long-Range Objectives of The Host Country?  
(Examples: self-sufficiency in enforcement; self-sufficiency in training; establish or increase size of intelligence unit; raise level of sophistication.)

D. Type of Drug Law Enforcement School Proposed

1. \_\_\_\_\_ Drug Enforcement In-Country, Regional, Advanced, Basic, Joint (25/40)
2. \_\_\_\_\_ Criminal Information Research (16/20)
3. \_\_\_\_\_ Methods of Instruction (maximum 12)
4. \_\_\_\_\_ Collection and Analytical Methods (20/24)
5. \_\_\_\_\_ Financial Investigative Methods (20/24)
6. \_\_\_\_\_ Supervision and Management (16/20)
7. \_\_\_\_\_ Judicial Seminar (20/24)
8. \_\_\_\_\_ Prosecutors Seminar (20/24)
9. \_\_\_\_\_ Other (specify): \_\_\_\_\_

E. Law Enforcement Agencies Attending Training

1. Identify by name and address. \_\_\_\_\_
- 
- 

2. Number of students from each. \_\_\_\_\_
- 
- 

3. Identify by name and address all Federal country law enforcement agencies enforcing drug laws (i.e., Customs, etc.)

F. Background of Participating Students

1. Rank
2. Education
3. Law Enforcement Experience (be specific)
4. Drug Law Enforcement Experience and/or Training
5. Current Assignments
6. Expected Future Drug Enforcement Assignment

G. Special Drug Enforcement Training Requirements

1. Observed/known performance weakness (identify source.)
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- 
-

2. New training needs (identify source)

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H. Country Trafficking Situation: (i.e., source manufacturing, transit, financial, etc.)

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I. International Drug Law Participation

1. Single Convention signatory: ☐ Yes ☐ No
  2. Convention on psychotropic substance signatory:  
☐ Yes ☐ No
  3. Use letters of rogatory: ☐ Yes ☐ No
  4. Are there agreements or treaties with other countries?
- 
- 
- 

5. Identify USC agreements/treaties (extraditions, expulsions, recognized conspiracy cases).

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6. Describe 1988 Vienna Convention participation.

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7. Interpol Member: ☐ Yes ☐ No

J. Host Country Drug Laws: (Does the country have the following status?)

1. Codified drug laws (date and identify).

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2. Code of criminal procedures for drug evidence (date and identify).

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3. Is probable cause or equivalent required (date and identify)?

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4. Conspiracy prosecutions or equivalent (date and identify).

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5. Asset seizure or equivalent (date and identify).

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6. Extradition (date and identify).

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K. Drug Case Development: (Does the country utilize the following in drug investigations?)

1. Identify type of drug investigations normally conducted (i.e., interdiction, surveillance, conspiracy, etc.).

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2. Use of informants (to what degree participate, rewards or payments, testify in court, afforded protection of identity).

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3. Use of undercover approach permitted by law? Type commonly used (buy-bust, extended, reverse, intelligence collection, etc.).

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4. Financial/asset removal (seizure and forfeiture of vehicles, monies, etc.).

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5. Probable cause for searches of vehicles, buildings and residences, and persons.

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6. Surveillance (pre, during and post purchase of evidence, of establishing probable cause for searches, and intelligence gathering). Are specific teams used? Are electronic surveillances conducted? Type of surveillances conducted and modes of transportation used. Types and adequacy of communications used during surveillance.

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7. Arrests (probable cause or warrant required). What provisions are there for assisting a foreign country in arresting fugitives, etc?

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8. Cooperating defendants (can they be used and how)? Are they given reduced sentences for cooperation?

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9. Controlled deliveries (if permitted, what are the requirements)?

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10. Documentary evidence (types collected as permitted by law such as records, tape recordings, photographs, etc.).

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11. Investigative technical aids (radios, vehicles, cameras, tape recorders, electronic surveillances equipment, eavesdropping, etc.).

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L. Drug Law Enforcement Reporting

1. Is there a central records bureau? \_\_\_\_ Yes \_\_\_\_ No  
(Identify)

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2. Are there formalized report forms for drug related investigations? Are the reports prepared for prosecution, intelligence purposes, trafficker profiles, etc.?

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3. Joint investigations (type of cases usually conducted with USG or other foreign country).

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M. Are Practical Exercises Appropriate For School? If so, type and objectives.

- |                                 |      |     |      |    |
|---------------------------------|------|-----|------|----|
| 1. Use of hotels required?      | ____ | Yes | ____ | No |
| 2. Use of raid houses required? | ____ | Yes | ____ | No |
| 3. Suspects available?          | ____ | Yes | ____ | No |

4. Vehicles to be used in exercise? ☐ Yes ☐ No
- a. Rental vehicles available? ☐ Yes ☐ No
- b. Video tape of exercise? ☐ Yes ☐ No
5. Transportation of video crew:
- a. Official or rental vehicle. ☐ Yes ☐ No
- b. Local police officer to accompany. ☐ Yes ☐ No
6. Radio: frequency 171.6 megacycles clear.
7. Are there any local security restrictions which would affect exercise? ☐ Yes ☐ No
8. Can P.E. be extended beyond normal duty hours?  
☐ Yes ☐ No
9. Will there be appropriate uniformed police assistance in conducting the practical exercise? (Explain.)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

II. LOGISTICAL DATA FOR SCHOOL COORDINATOR BEARING ON CONDUCT OF SCHOOL

A. List specific contacts made during advance at U.S. Embassy with host government, include address and telephone numbers, if not already included.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Host country class coordinator (name, telephone number).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. DEA coordinator (name, address, telephone number).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Interpreters (locally available and, if so, prior experience, competency, cost). (Name, address, telephone number).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Holidays, elections or political activities scheduled during training; local customs which may have to be considered in scheduling.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



F. Opening ceremony (what type, who will attend from DEA, Embassy, host country, name, address, telephone number of Host Country Official responsible for planning).

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G. Closing ceremony (what type, who will attend from DEA, Embassy, host country).

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H. Awards

1. Type and number required.

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2. Calligraphy, engraving, etc. (name, address, telephone number of vendor to be used).

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III. DATA BEARING ON PHYSICAL PROPERTIES OF CLASSROOM

A. Location (name and address of building).

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B. Nearest telephone number or numbers with name of contact person.

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C. Capacity.

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D. Adequate for training:

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- ☐ 1. Prior use/experience
  - ☐ 2. Noise level
  - ☐ 3. Lighting
  - ☐ 4. Ventilated
  - ☐ 5. Temperature controlled
  - ☐ 6. Exclusive use of DEA during training period?  
    ☐ Yes ☐ No (Why?)
- 
-

\_\_\_\_ 7. Will training materials and equipment be secure?

\_\_\_\_\_

\_\_\_\_\_

E. Adequacy for use of audio-visual aids.

\_\_\_\_\_

\_\_\_\_\_

F. Training aids available from U.S. Embassy, hotel, police agency (name, address, telephone number of contact person).

\_\_\_\_\_

\_\_\_\_\_

G. Classroom equipment availability: \_\_\_\_\_  
\_\_\_\_\_ chalkboard \_\_\_\_\_ screen \_\_\_\_\_ rostrum \_\_\_\_\_ other: (\_\_\_\_\_)

H. Address for mailing training equipment/materials (name and telephone number of contact person).

\_\_\_\_\_

\_\_\_\_\_

I. In-Country transport for equipment arranged by (name, address, position, telephone number).

\_\_\_\_\_

\_\_\_\_\_

J. Customs clearances required for:

Entry: \_\_\_\_\_ Yes \_\_\_\_\_ No      Exit: \_\_\_\_\_ Yes \_\_\_\_\_ No

K. Identify location where training equipment/material will be stored.

\_\_\_\_\_

\_\_\_\_\_

L. Identify electricity requirements:

Voltage \_\_\_\_\_ Cycles \_\_\_\_\_ Size and type and transformers \_\_\_\_\_

IV. STATE DEPARTMENT/INM/DEA PERSONNEL: (Identify all by name, and telephone number.)

A. Ambassador

\_\_\_\_\_

\_\_\_\_\_

B. DEA Country Attache

\_\_\_\_\_

\_\_\_\_\_

C. DCM

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D. Narcotics Coordinating Officer or NAU.

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E. Regional Security Officer. \_\_\_\_\_

Security briefing required: \_\_\_\_ Yes \_\_\_\_ No

F. United States Information Services (USIS).

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G. Identify drug-related programs with host country.

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H. Identify Embassy address, telephone number, hours, etc.

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V. TRAINING TEAM ACCOMMODATIONS:

A. Locations (address and telephone number and name of contact person, if applicable).

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B. Training team transportation requirements (describe in detail).

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C. Banking facilities:

1. Embassy cashier
2. Local exchange
3. U.S. currency
4. Hotel rate (include policy)

D. Airport departure tax: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Amount  
\_\_\_\_ Acceptable form of payment

E. Customs/Immigration entrance documents required for exit  
(identify and explain).

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VI. ESTIMATED COST OF SCHOOL

1. Advance: \$ \_\_\_\_\_
  2. Transportation: \$ \_\_\_\_\_
  3. Per Diem: \$ \_\_\_\_\_
  4. Interpreters: \$ \_\_\_\_\_
  5. Miscellaneous: \$ \_\_\_\_\_ (explain)
- (i.e., car rental, training room, engraving, etc.)
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